

Leasing a Vehicle?

If your department is considering leasing a vehicle, please review our [lease vehicles guidelines](#), which are published on our vehicle procedures webpage. The guidelines provide helpful information on available contracts, required documentation, and steps to enter the requisition in UCF Financials.

Some important reminders include:

- Before submitting a vehicle lease agreement through CobbleStone, you should have a completed purchase order in place. Vehicle leases and purchases require additional approvals through the Financials workflow, so a requisition should be submitted before submitting the agreement for signature.
- When entering the requisition, use one of the vehicle category codes listed in the [lease vehicle guidelines](#). This will ensure that the requisition is routed to the appropriate departments for approval. Review the Addy Tip [Categories and Comments for Vehicle Purchases and Leases](#) for more details and a list of the category codes.
- Include standard comment AST-A002 in the requisition. This comment replaces the old vehicle request form.
- Attach the completed PO in CobbleStone along with the lease agreement and other required documents (lease schedule, amortization schedule for capital leases, email confirmation for operational leases).
- The address on the title and registration documents should be listed as **12424 Research Parkway, Suite 355, Orlando, FL 32826**.
- UCF has a lease vehicle contract with Bancorp Bank. Another frequently used contract for leasing vehicles is E&I's contract with Enterprise Fleet Management. These contracts can be used without seeking additional competition. See the [lease vehicle guidelines](#) and our [Contracts](#) page for more information about both contracts.

Feel free to reach out to us at procurement@ucf.edu if you have any questions.



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