



Procurement Services

Vehicle Document Signature Procedures

Documents related to a vehicle's registration and title must be signed by **Procurement Services management**. This includes the vehicle power of attorney, title application, title reassignment, title replacement, and tag replacement forms. These forms should be signed by Procurement Services even if the vehicle dealership is the one processing the registration and title paperwork at the DMV.

Examples:

- [Power of Attorney for a Motor Vehicle, Mobile Home or Vessel](#) (Form 82053)
- [Application for Certificate of Title](#) (Form 82040)
- [Motor Vehicle Title Reassignment Supplement](#) (Form 82994)
- [Application for Duplicate or Lost in Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate](#) (Form 82101)
- [Application for Replacement License Plate, Validation Decal or Parking Permit](#) (Form 83146)

The department or dealer will deliver these forms via certified mail or drop them off to Procurement Services for the appropriate individual to sign.

All other documents related to the purchase of a vehicle should be signed by **the department purchasing the vehicle upon delivery or pickup of the vehicle**, including but not limited to the vehicle sales agreement, air pollution control statement, lemon law disclosure, odometer disclosure statement, insurance affidavit, and sales dispute resolution agreement.

Examples:

- [Vehicle Sales Agreement](#) (sample—will vary by dealership)
- [Vehicle Air Pollution Control Statement](#) (Form 84058)
- [Lemon Law Disclosure](#) (sample—will vary by dealership)
- [Odometer Disclosure Statement and Acknowledgement](#) (Form 82993)
- [Florida Insurance Affidavit](#) (Form 83330)

Important: In all vehicle-related documents, the buyer should be listed as **The University of Central Florida Board of Trustees**, and the address should be listed as **12424 Research Parkway, Suite 355, Orlando, FL 32826**.

Even though the buyer is UCF, the department purchasing the vehicle can sign the documents listed above as the buyer's representative.

Please direct any questions related to vehicle document signatures to procurement@ucf.edu or 407-823-2661.