

VEHICLE PAYMENT CHECKLIST

(Extended Purchase)

Nonurban and Urban Agencies (When Federal funds are administered by MDOT)

- Enter new bus(s) in PTMS (complete all fields on both "Characteristics" and "Financial" pages)
- Original cover letter/agency invoice requesting payment (include project authorization #, MiDEAL contract #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- Copy of original signed New Vehicle Order Form from the vehicle order packet
- Copy of itemized vendor invoice (separate MiDEAL options from added options not included in MiDEAL specifications)
- If applicable, Kelly Blue Book "price with options list", from <http://www.kbb.com>, that shows equipment options and invoice price(s)
- Vendor's Vehicle Acceptance Form (vendor's form that acknowledges the transit agency's receipt and acceptance of the bus(s)).
- Copy of a signed/processed Application for Michigan Title (Form RD108) or actual vehicle title naming MDOT as first-secured party
- Post Delivery Audit (Final Inspection) Worksheets – 1. Completed FTA Road Test, 2. Completed Inspection Write Up
- Complete "Vehicle Purchase Specification Certification" form found under "Guidelines" website: http://www.michigan.gov/mdot/0,4616,7-151-9625_21607-34189--,00.html
- Appendices (**NOTE:** latest version – http://www.michigan.gov/mdot/0,4616,7-151-9625_21607-250388--,00.html)
 - Buses – A and N.
 - Paint, Lettering, Radios, etc...
 - Micro purchases (less than \$3,000) – D only
 - Small purchases (more than \$3,000) – written specifications, A, B, E, F, G & H
 - Further instructions and forms can be found under the pull down menu for "Procurements" at our website: http://www.michigan.gov/mdot/0,1607,7-151-9625_21607---,00.html

VEHICLE PAYMENT CHECKLIST (Extended Purchase)

Urban Agencies (When direct recipient of Federal funds)

- Enter new bus in your vehicle inventory on PTMS (complete all fields on both "Characteristics" and "Financial" pages)
- Original cover letter/agency invoice requesting payment (include project authorization #, MiDEAL contract #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- Copy of vendor's detailed invoice.
- Copy of original signed New Vehicle Order Form from the vehicle order packet.
- Copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11)
- Complete "Vehicle Purchase Specification Certification" form found under "Procurement Guidelines" website:
http://www.michigan.gov/mdot/0,4616,7-151-9625_21607-34189--,00.html

VEHICLE PAYMENT CHECKLIST (Local Purchase)

Nonurban and Urban Agencies

- Enter new bus in your vehicle inventory on PTMS (complete all fields on both "Characteristics" and "Financial" pages)
- Original cover letter/agency invoice requesting payment (include project authorization #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- Copy of vendor's detailed invoice
- Copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11)
- Copy of the cover page from Altoona Test for vehicle(s) being purchased
- Buy America Certification Pre-Award and Post-Delivery Audit

- Completed Vehicle Inspection Form
- Completed Vehicle Purchase Specification Certification form
- Signed DBE Transit Vehicle Manufacturer Certification (Included in Clauses)