

# VEHICLE PAYMENT CHECKLIST

## (Local Purchase)

*Revised February 25, 2025*

**Rural and Urban Agencies (when federal funds or 100% state funds are administered by MDOT)**

**Please submit/complete all items below in the order listed for reimbursement:**

1. **Enter new vehicle in PTIMS** (complete all fields on both “Characteristics” and “Financial” pages).
2. **ProjectWise payment form** requesting payment including:
  - a. Project authorization number and line number of the authorization to be paid from.
  - b. Dollar amount requested and balance left on the authorization line after payment.
  - c. Identify vehicle(s) to be replaced by referring to original verification forms submitted.
  - d. Note if the request is for a partial or final payment.
  - e. If payment is being split between multiple authorizations, show amount being applied to each authorization.
  - f. Separate payment request forms and documentation must be submitted for each authorization number.
3. **Itemized vendor invoice** (any amounts shown as local on the invoice are not reimbursable).
4. **Application for Michigan Title (Form RD108) signed, OR Application for Michigan Title (Form TR-11L), OR actual vehicle title** naming MDOT as first-secured party.
5. [New Vehicle Delivery and Inspection Form 3568](#)
6. **Cover page from Altoona Test** for vehicle(s) being purchased. (Applies only to modified vehicles).
7. [Completed Pre-Award Audit Checklists A-1, A-2, A-6, and A-7](#)
8. [Completed Post-Delivery Audit Checklists A8, A9, and A13](#)
9. **Note: If the total vehicles ordered at one time exceeds \$150,000**, additional Buy America forms are required:
  - a. [Buy America Pre-award Audit Checklists A-3, A-4, and A-5](#) and the pre-award components form showing the percentage of bus components manufactured in the U.S supplied by the vendor.

- b. [Buy America Post-Delivery Audit Checklists A-10, A-11, A-12](#) and the post-delivery components form showing the percentage of as built (VIN number specific) bus components manufactured in the U.S supplied by the vendor.
- 10. [Pre-award Purchaser's Requirement Certification \(Form 3187\)](#)
- 11. [Post-delivery Purchaser's Requirement Certification \(Form 3188\)](#)
- 12. [Post-delivery FVMSS Compliance Certification \(Form 3189\)](#)
- 13. [Vehicle Purchase Specification Certification \(Form 3574\)](#)
- 14. **Procurement Forms Needed for Payment Request**  
[OPT Procurement Forms](#)
  - a. **Vehicles**
    - i. [Written Record of Procurement History Checklist \(Form 3140\)](#)  
(Optional for payment but required for triennial review. Method of local purchase procurement must be filled out, signed and dated.)
  - b. **Paint, lettering, radios, non-state contract cameras, etc.**
    - i. **Micro purchases** (less than \$10,000).
      - 1. **Fair and Reasonable Price Determination** (must be dated before the date of the invoice).
    - ii. **If a purchase from a single vendor exceeds \$10,000**, include the additional Small Purchase procurement forms.
- 15. **Optional administration fees** - 2% of total cost of vehicle maximum. Payment request must include staff person title, hours worked, activity performed and hourly wage rate. For travel related expenses, all receipts must be included and follow State of Michigan DTMB's most recent released rates found at [DTMB - Travel \(michigan.gov\)](#). For agencies receiving Local Bus Operating, the reimbursement should be recorded on the quarterly OAR using revenue code 41313 Capital Contract Reimbursement for Administrative Expenses and backed out under expense code 57603 Ineligible Administrative Expense Paid by Capital Contract.

**Item needed for compliance review. It does not need to be submitted with the vehicle payment request.**

Confirm this type of vehicle received is included in the agency's MDOT approved Vehicle Maintenance Plan. If it is not in the plan, update the plan and send it to the compliance analyst for approval.

## **Urban Agencies (when direct recipient of federal funds)**

1. **Enter new vehicle in PTMS** (Complete all fields on both “Characteristics” and “Financial” pages.)
2. **ProjectWise payment form** requesting payment including:
  - a. Project authorization number and line number of the authorization to be paid from.
  - b. Dollar amount requested and balance left on the authorization line after payment.
  - c. Identify vehicle(s) to be replaced by referring to original verification forms submitted.
  - d. Note if the request is for a partial or final payment.
  - e. If payment is being split between multiple authorizations, show amount being applied to each authorization.
  - f. Separate payment request forms and documentation must be submitted for each authorization number.
4. **Itemized vendor invoice** (Any amounts shown as local on the invoice are not reimbursable.)
5. **Cover page from Altoona Test** for vehicle(s) being purchased. (Applies only to modified vehicles.)
6. **Application for Michigan Title** (Form RD108)/Out of State application signed or actual vehicle title.
7. [New Vehicle Delivery \(Form 3568\)](#)

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation’s (MDOT) Americans with Disabilities Act (ADA) coordinator at [www.Michigan.gov/MDOT-ADA](http://www.Michigan.gov/MDOT-ADA).