

VEHICLE PAYMENT CHECKLIST (State Vehicle Purchasing Program)

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(s) 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 the 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 the 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) or actual vehicle title signed** and naming MDOT as the first-secured party.
5. **New Unit Delivery Form signed** (vendor’s form acknowledging the transit agency’s receipt and acceptance of the vehicle(s)).
6. **New Vehicle Order Form original as submitted to the vendor signed and dated.**
7. [Inspection form](#) for the respective vehicle, signed and dated.
8. [Completed Pre-Award Audit Checklists A1 - A7](#) (Print the MDOT completed forms located on the State Revenue Vehicle Contracts and Revenue Vehicle Procurement website under the corresponding vehicle type link).
9. [Completed Post-Delivery Audit Checklists A8, A9, and A13](#)
10. **Note:** If the total vehicles ordered at one time exceeds \$150,000, the following additional Buy America forms are required to be completed:

- a. 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 United States, supplied by the vendor.
- 11. [Pre-award Purchaser's Requirement Certification \(Form 3187\)](#) (Print the MDOT completed forms on the State Revenue Vehicle Contracts and Revenue Vehicle Procurement website under the corresponding vehicle type link).
- 12. [Post-delivery Purchaser's Requirement Certification \(Form 3188\)](#)
- 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 \(Form 3140\)](#) (State extended section must be filled out, signed and dated.)
 - ii. [Method of Procurement Decision Matrix \(Form 3138\)](#) (State extended contract/piggyback purchase must be checked and must be signed and dated before the date of the vehicle order.)
 - iii. [Price Analysis for State Vehicle Purchasing Program Purchases \(Form 3159\)](#) (A determination box must be checked and the form must be dated before the date of the vehicle order.)
 - b. **Paint, lettering, radios, non-state contract cameras, etc.**
 - i. **Micro purchases** (less than \$10,000).
 - 1. [Fair and Reasonable Price Determination \(Form 3141\)](#) (Must be dated before the date of the invoice.)
 - ii. **If a purchase from a single vendor exceeds \$10,000**, work with OPT Procurement Analyst to pre-approve solicitation and award. Include OPT procurement approval email with the payment request.
 - iii. **Non-state contract camera systems or bike racks** will only be reimbursed up to the cost of the low-bid contract items on the order form.
- 15. **Optional administration fees** (Must have been noted on submitted verification form for funding to be included on authorization.) - 1% of the total cost of the vehicle maximum. Payment request must include the staff person's title, hours worked, activity performed, and hourly 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.

Urban Agencies (when the direct recipient of federal funds)

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 # 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, refer to original verification forms submitted, if applicable.
 - d. Note if the request is for a partial or final payment.
 - e. If payment is being split between multiple authorizations, show the 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. **New Vehicle Order Form** original signed that was submitted to the vendor.
5. **New Unit Delivery Form signed** (Vendor’s form acknowledging the transit agency’s receipt and acceptance of the vehicle(s).)
6. **Application for Michigan title (Form RD108)/Out-of-state application for title signed** or actual title.

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.