

# TDOT Public Transportation Section

## **5310 Program:** Vehicle Capital Asset Information Sheet

Agency Name: \_\_\_\_\_ Date Sheet Completed: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Telephone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Agency Email Contact Address (if available): \_\_\_\_\_

VIN Number: \_\_\_\_\_ VIN Verified on Vehicle: ☐ Yes or ☐ No

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_

ADA Vehicle: ☐ Yes or ☐ No License Plate: \_\_\_\_\_

Usage of Vehicle: \_\_\_\_\_ Condition of Vehicle: \_\_\_\_\_

Location of Vehicle: \_\_\_\_\_ Vehicle is: ☐ Replacement of Vehicle or ☐ Expansion of Service

Delivery Date: \_\_\_\_\_ Beginning Date of Active Service: \_\_\_\_\_

Agency Assigned Number: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_

Depreciation Method: \_\_\_\_\_ Number of Years for Useful Life: \_\_\_\_\_

**Complete One:** Monthly Depreciation Amount: \_\_\_\_\_ or Yearly Depreciation Amount: \_\_\_\_\_

### **Required information as listed in the 5310 Application submitted to TDOT**

If this vehicle is a Replacement, list VIN Agency is disposing of: \_\_\_\_\_

**(Agency will have 90 days after delivery of the Replacement vehicle to begin the disposal process for vehicle listed above.)**

### **Budget Details 1: Completed from information provided by Program Manager for 5310 Program.**

Federal Grant Number: \_\_\_\_\_ F & A Contract Number: \_\_\_\_\_

TDOT Project Number: \_\_\_\_\_ Total Purchase Price: \_\_\_\_\_

Federal Share %: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

State Share %: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Local Share %: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**Note: Both the Percentage and Money Amount must be listed.**

### **Please Attach the Following:**

**1) Original Tennessee Certificate of Title, 2) Copy of the Tennessee Registration, 3) Proof of Insurance**

### **Mail Title to:**

ATTN: Asset Coordinator, TDOT Public Transportation Section, James K Polk Bldg., 505 Deaderick St, Suite 1200, Nashville, TN 37243 Send other docs to: TDOT.MultiModalAdmin@tn.gov

### **TDOT PTS Staff will supply:**

**1) Invoice, 2) Post-Delivery Purchaser's Certification, 3) TDOT Vehicle Acceptance Form, 4) TDOT Vehicle Delivery Release, 5) Agency Vehicle Acceptance**

**Revised Date: August 2024**