**Acquiring Equipment and Vehicles**

NOTE: it is a Conflict of Interest to purchase equipment from UCSB employee

**Purchase**

• Obtain estimate from the vendor and submit to the NRS Campus Office

• Arrange for Campus Central Garage or a local mechanic to evaluate condition

• Request a Purchase Order

Discuss with NRS Campus Office how to pay for the equipment (ie, request a rush check, mail the check, etc.)

**Gifts**

• Arrange for Campus Central Garage or local mechanic to evaluate condition

• Obtain a letter from the donor stating their intention to donate the equipment and a description of the equipment and its estimated value. Submit this letter and any other paperwork on the equipment to the NRS Campus Office. The Campus Office will submit a Gift Form to the office of Development. The Office of Development will approve the acceptance of the proposed gift. If approved and the value is estimated at $5,000 or more, the Campus Office will arrange to have the equipment added to the official inventory.

**Loans**

• An *Equipment Loan Agreement* must be obtained through Gateway

• A sample loan agreement is on the website. Provide the Campus Office will the information needed to initiate a loan agreement.

***DMV Registration***

• If the equipment is purchased from a vendor and requires being registered with the DMV, the dealership should arrange this. The NRS MSO can meet the dealer to sign the required DMV paperwork on behalf of the UC Regents and inform dealership to request e-plates.

• If the equipment is purchased from an individual or is a gift, the NRS Campus Office will arrange to register it with the DMV and obtain e-plates.