



## 4.17 Vehicles

**During the period of March 16<sup>th</sup> to July 31<sup>st</sup>, 2020, due to the current environment, adjustments, procedures or guidelines related to this policy have temporarily been approved for use by the UGA community. Communications, guidelines and additional information can be found on the [business continuity page](#).**

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### Policy Statement

All vehicle purchases must be approved by the UGA Fleet Manager, appropriate UGA Vice President, the State of Georgia Office of Fleet Management (OFM), and the State of Georgia Office of Planning and Budget (OPB).

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### Reason for policy

The acquisition of any motor vehicle from any source, regardless of vehicle or fund source, without the prior approval of OFM and OPB is prohibited.

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### Procedures

A University department purchasing a vehicle must complete the Vehicle Request form in UGA mart and submit it for approval.

The Vehicle Request form is in the forms section of UGA mart and may also be located by searching for "vehicle request" in UGA mart. A detailed letter must be attached to the vehicle request explaining the need for the vehicle and justifying all options added above the base model available on statewide contract. The detailed letter requesting approval to purchase a vehicle should also include information on the vehicle that is being surplus and replaced (trade-in), if applicable. The request should include the make, model, year, mileage, and vehicle ID number. The exterior of the vehicle should be white. It is recommended that the interior color be graphite or tan. If choosing a different interior color, justification should be provided. All vehicles are delivered to the UGA Automotive Center to be decaled before being delivered to the end-user department.

Most common vehicle types are available on statewide contract. These include cars, trucks, vans (mini, 12 and 15 passenger, and cargo styles), and SUVs. Any vehicle needed that is not available on statewide contract, such as a motorcycle, large box cargo truck, garbage truck, can be purchased following the purchasing processes outlined in this manual once approval from the State of Georgia Office of Fleet Management (OFM), and the State of Georgia Office of Planning and Budget (OPB) has been received.

Vehicles cannot be purchased from a petty cash account, on a p-card, or via check request.

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### Additional contacts

J. Brent Canup, [bcanup@uga.edu](mailto:bcanup@uga.edu), 706-542-6477

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### Policy definitions

OFM – Office of Fleet Management

OPB – Office of Planning and Budget

## Responsibilities

The UGAmart requisitioner will ensure that the Vehicle Form is used in UGAmart.

The UGA Procurement Office will submit all vehicle requests to the Office of Fleet Management using the vehicle request application of the Fleet Management System

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:**

**Policy Owner:** [Procurement](#)

**Policy Contact:** [Annette Evans](#)

**Phone Number:** 706-542-2361

## Record Retention

This series documents departmental administration of vehicles such as cars, vans, trucks, trailers, boats, tractors, and farm vehicles for accounting and insurance purposes. It may also document the service history, accumulated mileage, and disposition of each vehicle of institutionally owned vehicles, including routine preventative maintenance, mechanical repairs, and accident damage repairs. This series may include but is not limited to: titles; registrations; vehicle warranties; maintenance agreements; service contracts; vehicle inventories containing information regarding description, dollar value, and date of purchase; maintenance and repair logs; maintenance requests and work orders; gas slips; repair notices and authorizations and related documentation and correspondence.

**Record Copy:** Units; Procurement

**Retention:** 5years after disposal of vehicle for units, BOR [0472-01-005](#); 7 years for purchase order via competitive bid, BOR [072-03-009](#)

**Citation or Reference:** O.C.G.A. 9-3-33

## FAQs

**Question 1: Is this policy applicable to vehicle needs that occur outside of Georgia?**

Yes, this policy applies to all vehicle needs for UGA both domestic and international.

**Question 2: What if my vehicle need is in another country where research is being conducted?**

This policy applies to all requests to purchase any vehicle.

## Related information

Date Reviewed: 02/05/2018

[‹ Used Equipment | Information Technology \(IT\) ›](#)

## Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 06/17/2016

Date of Last Review: 02/05/2018

Date of Approval:

Previous Version of Policy: