

## UNG – Vehicle Request Procedures

This document provides a high-level overview of the vehicle purchase process. There are many steps, and approvals are required at the institutional level, USG Budget Office, Office of Planning and Budget (OPB), and DOAS Office of Fleet Management (OFM). For additional information or help with a specific purchase request, email [Chuck Mason](mailto:Chuck.Mason@ung.edu), UNG Fleet Manager.

### To add or replace a vehicle in the fleet:

1. Draft a justification letter that explains why your department is requesting a vehicle.

Address the following criteria:

*New Vehicle (not a replacement of a current UNG vehicle)*

- Explain how your department will use the vehicle.
- Explain that the new vehicle is to support additional staff or a new program/unit; this is a requirement from DOAS.
- Vehicle utilization:
  - Describe how often the new vehicle will be used, including estimates for time and mileage. The UNG fleet manager will verify this meets the minimum utilization thresholds set by DOAS.
  - Explain why the need for the vehicle cannot be met effectively or efficiently through short-term rentals, long-term leases, or using other existing UNG vehicles (e.g. other vehicles in the department are already in use for other purposes).

*Replacement Vehicle (existing vehicle in UNG fleet will be disposed of then replaced)*

- Explain how the vehicle will be used.
- Explain that the replacement vehicle is “like kind” to the old vehicle. If a different type of vehicle is needed, then provide justification outlining the need to meet new operating requirements.
- UNG Fleet manager will assess if other existing UNG vehicles may be reassigned for this purpose and provide justification if reassignment is not feasible.

*Funding: Address for both New & Replacement*

- Specify how the vehicle will be funded, e.g. through one-time strategic expenditures. Explain how the department will fund the vehicle maintenance, repair, and fuel out of the established operating budget.
2. Obtain quote(s) for the vehicle.
    - Vehicles must be sourced from Mandatory Statewide Contracts. Email [purchasing@ung.edu](mailto:purchasing@ung.edu) with the vehicle type and other requirements to receive a list of approved dealerships that can provide quotes. Ensure the vendor’s quote includes the GA Mandatory Statewide Contract number.
  3. Email the justification letter and quote comparison to UNG Fleet Manager, Chuck Mason, for review. He will provide feedback then forward the request and quote to UNG COO, Jason Matt, for approval.
  4. UNG Fleet Manager will send the justification letter to USG Budget Office.
  5. USG Budget Office will approve/deny the request; if approved, UNG fleet manager will submit the vehicle request to OFM.
  6. OFM will issue approval/denial.
  7. Upon receiving OFM approval, Fleet Manager will notify department and provide the State Vehicle Request approval number.
  8. Department should enter Purchase Requisition using the approved quote; also include the State Vehicle Request approval number.