

How to Buy a Vehicle

Update Sept 2015: Brent Canup is the new Fleet Manager and approver for vehicle requests. Brent can be reached at 706-542-6477 and bcanup@uga.edu.

Recorded Webinar from
Vehicles: Bumper to Bumper
Presentation
February 12, 2015

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Presentation Outline Total Run Time: 50 minutes

1. Sourcing Options for Vehicles 1m 15s
 - a. Statewide Contracts 5m 10s
 - b. Donation 8m 18s
 - c. Leasing 9m 35s
 - d. Open Market 13m 55s
 - e. Used Purchase 14m 40s
 - f. Federal Surplus 15m 35s
 - g. State Surplus 17m 10s
2. Steps to Purchasing a Vehicle 17m 55s
 - a. Vehicle Request Form 18m 5s
 - b. Vehicle Justification Letter 23m 40s
 - c. Vehicle Approval Routing 27m 35s
3. Prepping a New Vehicle for Service 31 m 45s
4. Vehicle Maintenance and Upkeep 39m 25s
5. Vehicle Insurance 42 m 30s
6. Things to Consider – Murphy’s Law 46m 20s

Sample Vehicle Justification Letters:

Letter to Provost #1
Replacing a Vehicle

Letter to Provost #2
Replacing a Vehicle

Letter to Provost #3
Change in Vehicle Type

Letter to Provost #4
Addition to the Fleet

Letter to VP for Research
Replacing a Vehicle

Letter to VP for Finance &
Administration
Replacing a Vehicle

Vehicle Request Approval Path Guide