How to Buy a Vehicle

Update Feb 2020: Please contact William Brett Ganas concerning all vehicle requests. Brett can be reached at 706-542-7531 and wbganas@uga.edu.

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

PowerPoint from Vehicles: Bumper to Bumper Presentation February 12, 2015

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  31m 45s

4. Vehicle Maintenance and Upkeep  39m 25s

5. Vehicle Insurance  42m 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