

Process & Payment for Mechanical Repairs, Maintenance, & Parts

This document is intended to serve as clarification in regard to **use of PCard for mechanical repairs, maintenance, and auto parts for licensed road-use state-owned or rental vehicles**. The department/unit should consult the column of the below chart entitled, "PCard Use Allowed?" before making a PCard purchase.

NOTE: Per previous and existing State of Georgia Office of Fleet Management policy, all UGA departments/units that own or lease a road-use state-owned vehicle, are responsible for assigning a responsible individual (usually Business Manager level or higher) to update the ARI system¹ with that vehicle's maintenance cost, whether the department or unit uses an ARI authorized shop¹ or a non-ARI authorized² shop. For departments/units that have their vehicles maintained by the UGA FMD Automotive Shop on the Athens campus using the ARI Garage Maintenance System, the UGA FMD Automotive Shop enters that cost data.

For questions or information on the ARI system, please contact the UGA Fleet Manager, Brent Canup, at 706-542-6477, bcanup@uga.edu

Type of Purchase	Dollar Value	PCard Use Allowed?	Process/Payment Options
Mechanical Repairs and Maintenance <i>Includes Labor</i>	Any	No	<ol style="list-style-type: none"> Preferred option: UGA-operated repair shop², pay via e-ticket if intra-University charge is applicable. Utilizing an ARI authorized shop¹, pay invoice via Check Request. Utilizing a non-ARI authorized shop³. <ol style="list-style-type: none"> Pay invoices up to \$9,999.99 via Check Request Initiate a UGAmart requisition; Procurement must issue a Purchase Order before services can begin.
Auto Parts for In-House Use⁴ or for Teaching Purposes <i>No Outside Labor</i>	Up to Single Transaction Limit	Yes	<ol style="list-style-type: none"> Preferred Option: Initiate a UGAmart requisition; Procurement must issue a Purchase Order before items are procured. PCard, up to Single Transaction Limit
	Over Single Transaction Limit	No	<ol style="list-style-type: none"> Initiate a UGAmart requisition; Procurement must issue a Purchase Order before items are procured.
Emergency⁵ Only Mechanical Repairs, and Emergency Auto Parts <i>Labor and/or Parts</i>	Any	Yes	<ol style="list-style-type: none"> Preferred Option: All UGA Vehicles in the ARI system are eligible to contact the ARI Roadside Assistance Hotline, (800) 227-2273. Fees may apply. Reimbursement of Out-of-Pocket expenses. PCard, must notify UGA Procurement no later than the next business day following the occurrence.
Towing	Up to Single Transaction Limit	Yes	<ol style="list-style-type: none"> Follow existing PCard policies, guidelines, and spending limits.
Mechanical Repairs, Maintenance, Parts for Farm Equipment, Trailers, Marine Vessels, Golf Carts, UTVs and ATVs			
Mechanical Repairs, Maintenance, Parts for Federally-owned Vehicles			

¹**To locate an ARI authorized shop**, the responsible person within the department or unit may log on to the ARI portal and access the Vendor Search. For information regarding ARI or for assistance with registering an individual in the ARI system, please contact the UGA Fleet Manager, Brent Canup, 706-542-6477, bcanup@uga.edu, or Larry Potter, 706-542-7508, lpotter@uga.edu.

²**A UGA-operated repair shop** is defined for the purposes of this document as a UGA department, unit, or individual that is responsible for providing maintenance and repair of UGA vehicles and has the capacity and ability to provide such scheduled and unscheduled maintenance and repairs as mandated by the State of Georgia Office of Fleet Management.

³**Utilizing a non-ARI authorized shop** involves additional responsibilities for the department/unit which include the following: 1) the department/unit must ensure that the vendor can accept a check for payment or a purchase order to send an invoice against, before engaging in the services, 2) the department must manage the vendor's registration with the UGA Vendor Database, if necessary; the instructions for registration are located at <https://vendors.uga.edu/UVDB-VP/home.seam>, and 3) the department/unit must retrieve a completed E-verify Contractor Affidavit from the vendor and submit with their Check Request.

⁴**In-house use** is defined for the purposes of this document as purchasing auto parts for repairs or maintenance that will be conducted within UGA or utilizing UGA's own staff or resources rather than external or non-staff facilities.

⁵**Emergency** is defined for the purposes of this document as 1) vehicle breakdown during weekend hours, 2) vehicle breakdown outside of normal business hours, 3) vehicle breakdown in a remote area, 4) any vehicular situation in which the welfare of the driver, passengers, or UGA property is at risk, or 5) a situation in which the welfare of the general public is at risk.

Please note that the information contained herein may change due to adjustments in PCard policy at the Federal, State, or University level.