Vehicle Request Approval Path Guide

Last Updated on 8/21/2019

Submitted

Future

Budget Check 1

Department Approval

Fleet Manager

Fleet SVP/VP

Travel and Encumbrance

Budget Check 2

Property Control

Post Award Accounting

Optional Approval Step - Required Based on Funding

Procurement

Budget Check 3

Exception Management

Optional Approval Step - Required if Budget Check 3 Does Not Pass

Create PO

ARI Insights (State of Georgia's Fleet Management System)

Step 1: UGA Procurement enters the vehicle request into ARI
Step 2: UGA F&A VP or designee approves the vehicle request (non-ARI workflow)
Step 3: USO (University System Office) approves the vehicle request (non-ARI workflow)
Step 4: UGA Procurement approves the vehicle request in ARI
Step 5: UGA Fleet Manager approves
Step 6: DOAS OFM approves (Dept of Administrative Services - Office of Fleet Mgmt)
Step 7: OPB approves (Governor's Office of Planning and Budget)

Dept of Administrative Services - Office of Fleet Mgmt (OFM)

Step 1: UGA Procurement emails a pdf version of the purchase order to OFM
Step 2: OFM stamps an approval seal on the purchase order and returns it to UGA
Step 3: UGA Procurement send the OFM approved/stamped purchase order to the vendor