

# 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](mailto:wbganas@uga.edu).

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

PowerPoint from  
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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