

**PROCEDURE #11-010:**  
**EFFECTIVE DATE:**

**Vehicles / Rolling Stock / Motorized Equipment**  
**September 1, 2010**

**I. Purpose**

The purpose of this policy is to define the approval process for the purchase of vehicles, rolling stock and all motorized equipment (“Fleet”).

**II. Policy Statement**

Approval for all Fleet purchases will be centralized through Facilities Management and Procurement Services to ensure that all procurement requirements are met and that all Fleet additions are appropriate, comply with all standardization & safety efforts, meets the needs of the University, are appropriately registered, licensed and meet all Federal requirements (EPAAct).

**III. Definitions**

**Fleet** - Any licensed/unlicensed vehicle, motorized

**V. Accountability and Responsibility**

- a. Requesting Departments are responsible for (i) ensuring that any Fleet request is necessary and properly budgeted for, (ii) providing accurate and detailed specification information, (iii) submitting the Fleet request to Facilities Management for final review and approval, and (iv) submitting to Procurement Services for processing, the Facilities Management approved request.
- b. The Department of Facilities Management is responsible for development (when applicable), review, and final approval of all Fleet specifications.
- c. The Department of Procurement Services is responsible for (i) ensuring all requisitions for Fleet requests are complete with approved specifications from Facilities Management, and (ii) the procurement process and/or transaction is in accordance with the applicable procurement policies and procedures.

**VI.**