

How to Obtain a New UAMS Vehicle

In order to purchase a new vehicle for your department here at UAMS, certain steps will need to be performed per State of Arkansas Executive Order 10-14:

1. Contact Fleet Management and inform them you're interested in replacing/adding a vehicle. They will send you a copy of the State of Arkansas Vehicle Contract, which will list the available vehicles for purchase for State Agencies.
2. A justification letter will need to be written, detailing to both the Chancellor/CFO and Finance and Administration why a new vehicle is needed by your department. This letter will need to be signed by both the Director of the requesting department -and- their appropriate Chair/Cabinet member (at minimum at Associate/Assistant Vice Chancellor level). Most importantly, this letter will need to explain, in detail, how a new vehicle purchase will benefit your department and how it is to be purchased (grant funds, Foundation funds, agency, budgetary departmental funds, et cetera).
** Fleet Management can assist you with hard data to make your case, upon request. **
3. This letter is then sent to Fleet Management for review; once this is complete, a formal request to the State of Arkansas Finance and Administration will be made on the department's behalf, requesting a new vehicle be ordered, and the justification letter is then uploaded to the state request system for state review. Fleet Management will reach out to the requesting department if additional information is needed, or if questions arise.

Key criteria to consider when requesting a vehicle:

- a) Is this vehicle five years of age or older?
- b) Does this vehicle have over 75,000 miles?
- c) Would it be more cost efficient to replace this vehicle rather than have it repaired?

Two of three criteria will need to be met before your request will be considered.

4. Chancellor Patterson (or the current UAMS CFO) will need to sign off on your request, giving you permission to use appropriate funds to purchase your new vehicle. If/When the request is approved, it is sent back to Fleet Management who will then reach out to the appropriate department and give guidance on how to write the appropriate PO for your vehicle purchase (How to Requisition a New Vehicle). Since this purchase would be considered a Capital Asset, it will be coded differently than a standard requisition.
5. Once a check has been cut by the UAMS Treasurer's Office and delivered to Finance and Administration by Fleet Management (lead time is about a week), your vehicle will be ordered. Standard lead times are typically three months; however, it is possible to receive your vehicle quicker if the selected vehicle vendor has your selection already in stock.

6. Once your vehicle is received by UAMS personnel, three things will need to be completed before delivery to your department can occur:
 - a) Vehicle will need to be decaled with UAMS logos.
 - b) Vehicle will need to be tagged/plated/registered with DFA and DMV.
 - c) A new Wright Express fuel card will need to be ordered.
7. Once your new vehicle is decaled, plated, and a fuel card is delivered, the department will receive their new vehicle and turn in their old vehicle for processing at Marketing and Redistribution (M&R). The department will need to turn over the two sets of keys and ensure their vehicle is cleaned out with state plates removed before processing through M&R. Fleet Management will process this paperwork on UAMS' behalf.

If at any point during the process you have questions or concerns, feel free to contact Fleet Management at 501-526-0999. We will work with you to resolve issues that arise during the process.