CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

NORTHERN ARIZONA UNIVERSITY	POLICY PUR 305-09 Section: Orders and Requisitions Page 1 of 1 Responsible office: Purchasing Origination date: 07/01/1996
Subject: Vehicles	Effective date: 07/01/1996
Source: University policy	Revision date:
Arizona Revised Statutes §§ 28–403, -701, -909, -1253, -1441; 38-	
538; 41-671 et seq., -803; 49-455, -541	
Arizona Administrative Code R2–10–101 et seq.	

PURPOSE

To define the responsibility for the purchase of vehicles.

POLICY

PUR 305-09-01: Requesting Vehicle Purchase

Departments wishing to procure vehicles for departmental needs must begin the process with the NAU Transportation Service Center (TSC). TSC is aware of state and federal vehicle procurement requirements for governmental agencies. State and federal laws require a large percentage of the vehicle fleet to operate on cleaner burning alternative fuels. The purchase or rental of 12- and 15-passenger vans is prohibited. TSC has the expertise to assist in selecting a vehicle that can best meet the requirements of the laws and the requesting department.

For the purposes of this policy, vehicles include passenger cars, trucks, buses, trailers, off-road vehicles, heavy equipment, etc.

PUR 305-09-02: Process to procure a vehicle

The department shall:

- 1. Work with TSC to complete and obtain the required signatures on a Vehicle Request Form.
- 2. Submit a requisition document to Contracting and Purchasing Services for bidding or to purchase a vehicle from state contract.

CROSS REFERENCE

PUR 301-09 Requisition Documents

PUR 303-00 Competitive Bidding (Complete Section)

PUR 600-01 Reporting Receipt of Order