Standard Operating Procedure (SOP)
New Vehicle Purchase Process

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<th>SOP No.</th>
<th>AS-0013</th>
<th>Revision:</th>
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<td>Department</td>
<td>Administrative Support</td>
<td>Date:</td>
<td>6/14/07</td>
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Dept. Head Approval: 
Director Approval: 

Purpose
To establish guidelines for Facilities Management on purchasing a new vehicle.

1. The following people are responsible for following this SOP.
   1.A. All Facilities Management Managers/Supervisors and Administrative Support Services

Definitions
1. TMA: Facilities Management’s computer maintenance management system/work order system.
2. EBO: Expert Business Office (One Waterfront Place)
3. PO: Purchase Order
4. MAP: West Virginia Universities official accounting system
5. FISNET: Facilities In Service Network
6. RM: Resource Management
7. OC Tag: WVU Assets Department tracking number
8. VIS: Vehicle information sheet (Exhibit A)

Procedure
1. Director approves purchase of the new vehicle(s).
2. Requestor identifies a vehicle(s) that can be surplused in exchange for the new vehicle(s). (See process AS-0022)
4. RM processes PO by entering it into TMA.
   4.A. PO is authorized in TMA and printed.
   4.B. Requestor signs.
   4.C. RM forwards to Facilities EBO.
5. Facilities EBO enters into MAP and purchasing then purchases vehicle.
6. Vehicle is delivered to Motor Pool for titling and registration.
7. Motor Pool enters information into FISNET and notifies Risk Management.
8. Motor Pool notifies RM that the vehicle is ready to be picked up.
9. RM notifies requestor they should pick up vehicle.
   8A Requestor picks up vehicle.
10. Requestor fills out and submits Vehicle Information Sheet (VIS) for each vehicle and a copy of the title and registration. (see Exhibit A)
11. RM submits VIS, Title Registration and copy of the TMA PO to Assets.
12. RM assigns OC Asset Tag number to the vehicle if one is not already present.
13. RM gives OC Asset Tag to requestor.
15. RM enters information in TMA.
16. RM fills out online Asset Acquisition Form.
17. RM creates vehicle file and generates inspection, cleaning and maintenance work orders for the vehicle(s) and assigns them to the appropriate Trade.
18. Process Complete
Exhibit A

VEHICLES INFORMATION SHEET

OC Asset Tag#
Make
Model
Year
License #
Vin #
Last Inspection date
Group Vehicle assigned to
Beginning Miles
Transmission Type
Delivery Date
# Cylinders
Tire size & Brand
Vehicle Type (ex. Truck, Van)
Odometer Reading
Manufacture
Vendor Purchased From
Purchase Price
PO #

Information for vehicle this one is replacing if any: