
Standard Operating Procedure (SOP)
New Vehicle Purchase Process

SOP No.	AS-0013	Revision:	0
Department:	Administrative Support	Date:	6/14/07
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 surplus in exchange for the new vehicle(s). (**See process AS-0022**)
3. Requestor submits need by form to Resource Management.
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.
 - 8.A 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.
14. Requestor installs Tag on the inside drivers door.
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: