

Vehicle Policies

Vehicle Purchases

The number of vehicles allowed in the University's vehicle fleet is closely controlled by the State Legislature. A fixed number of vehicle slots have been authorized for use. Any contemplated additions to the fleet must be reviewed and approved by the Fleet Manager and the Department of Finance and Administration (DFA) through the MV-6 process.

Slot Allocations

The University has the opportunity once each biennium to request additional vehicle slots for consideration by the [Arkansas General Assembly](#).

Submit your request and justifications prior to the beginning of the new biennium (received by: April-July 2018, April-July 2020, etc.) to the [Fleet Manager](#).

The request and justifications for additional slots should reflect your needs through the two-year biennial period (2017-2019, 2019-2021 etc.).

Vehicle Purchases

The State contract for vehicles is typically valid from October 1 to March 15th of each year. You must submit your vehicle request (MV-6 forms) during this period to assure delivery by the manufacturer (GM, Ford, Dodge, etc.). Please make your requests as early as possible.

NOTE: The manufacturers frequently notify us of early production cut-off dates for certain makes and models. Contact the Fleet Manager at 5-2551 prior to submission of your MV-6 form and requisition to verify the availability of the vehicle if you haven't ordered by January.

Please submit the following forms, justifications, and electronic requisition to the Purchasing department to start the approval and purchasing process:

- [MV-6 vehicle request form](#)
- [MV-6 for Agriculture departments](#) must have the Department Head and the V.P. for Agriculture sign this form.

Submit your requisition in black-screen BASIS by following the [instructions](#) provided. These commodities will be pulled from the contract file. Options for the vehicles must be added to the requisition as separate line items. The exterior color should be white. USE ONLY ONE REQUISITION PER VEHICLE. Be sure and mark "Y" in the "supporting document" area of the requisition header (REQH).

Attach the completed MV-6 form (with the requisition number written in the top-right corner) and email it to the Fleet Manager at ellenf@uark.edu.

Justification letters, which should be typed in a Word document, are required when:

- Replacing vehicles that are less than five (5) years old and/or that have less than 75,000 miles. Very poor mechanical condition is the only justification allowed in this category; vehicles are considered to be in very poor condition when repairs equal at least one-half (1/2) of the vehicle's blue book value.
- A department is not willing to replace a vehicle and instead requests an "addition to fleet." A justification letter should explain why an existing vehicle on your fleet cannot meet your department's transportation needs.
- An upgrade is requested. A replacement is considered an upgrade when the vehicle type/specifications for the new vehicle being requested is different than the vehicle currently on the fleet that is being replaced. Upgrades also include requesting a larger size vehicle, an extended cab, 4-wheel drive a V-8 engine, etc. (if available on the contract).

After justification letters are submitted to the Fleet Manager, they will be forwarded along to the DFA in Little Rock, who will approve or deny the request.

New Vehicle Delivery

Fleet vehicle orders are sent to the contract dealers. The contract dealers then place the orders with the automobile manufacturers. These vehicles are not built until the manufacturers have enough orders to have a line run in their factories. This is a lengthy process. *On the average, it will take the University of Arkansas 4-6 months to receive a new vehicle after the initial request is received by Procurement.*

Used Vehicle Turn-In

Vehicles being replaced must be turned in to the Surplus Warehouse on campus within thirty (30) days after delivery of new vehicle. The ordering department is responsible for the delivery of the old vehicle to Surplus Warehouse. Please be sure to clean vehicle interior prior to delivery.

After you receive your new vehicle from the dealership, you must complete the [Vehicle Disposal Form](#) and the [On Location Request Form](#) for your old vehicle, which is then to be emailed to the Surplus Warehouse Manager, goodson@uark.edu.

Vehicles $\frac{3}{4}$ ton or less will be sold by Marketing & Redistribution and the proceeds deposited into the State Motor Vehicle Revolving Fund. Vehicles one (1) ton or more will be sold by Marketing & Redistribution and the proceeds returned to the agency after deducting administrative fees.