

Motor Vehicle Acquisition Replacement and Use

Section 10:2 Revised 01/01/2001

The Physical Plant operates the University's Motor Pool Fleet. Vehicles are available from this fleet on a first come, first served basis,, at rates prescribed by the Physical Plant. Any department desiring a vehicle solely for their own use must send a Purchase Requisition to the Purchasing Department with a justification memorandum explaining the need. This request will be coordinated with the Physical Plant and the Vice Chancellor for Business Affairs.

Each department shall be responsible for operating costs for vehicles in their custody. This includes, but is not limited to, gas, tires, oil services, insurance, etc.

Gasoline and Service Credit Cards

The Purchasing Department provides commercial gasoline credit cards to assigned vehicles as required. Although gasoline companies may promote the use of their charge cards for such charges as meals, motel rooms, or other services, it is not permissible for University-held cards to be used for any service other than those associated with the operation of State-owned vehicles.

Commercial cards are not to be used when the necessary services are available from State or University-operated facilities. Gasoline and oil should be obtained from the University service pumps whenever possible. Charges for gasoline from local service stations will be questioned and satisfactory explanation for not using University pumps will be expected.

Charge card billings are handled through the University Purchasing Department. Monthly, invoices received from the issuer of the Credit Card should be verified and then forwarded to the Purchasing Office with a Purchase Requisition, requesting payment of the invoice.