Purchasing a Department Owned Vehicle

So you are buying a departmental vehicle. These are also known as state or university owned vehicles. Here's what you need to know:

State contracts are available for the purchase of vehicles. Contact Procurement and Contract Services for information, ortizag@etsu.edu, 439.6889. The preferred **color** for vehicles is white.

Create a requisition for the vehicle in Voyager and use account code 78125.

If vehicles are considered **surplus** to the university they are either **traded in** on a new vehicle or disposed by Central Receiving through the **auction** process. The funds obtained from the surplus auction go into the general university fund, they are not returned to the department.

Delivery of Vehicle is to go to Central Receiving, 325 Treasure Ln., 439.4364. Paperwork from the dealer at time of delivery is to be signed by Central Receiving personnel. Central Receiving will check the vehicle against the description on the purchase order and create the receipt in eBucs. Central Receiving will deliver the paperwork and invoice to Business and Finance for processing.

Decals: Each state- owned vehicle is to be marked with a university decal on the passenger and driver's side door Decals must be applied prior to driving the vehicle for business. Central Receiving will arrange for the decals to be applied to the vehicle, and the department to which the vehicle belongs will be charged. The decals and application fee is approximately $85.

License Tags, Registration and Title are obtained by the Office Manager in the Business and Finance office, petersonth@etsu.edu, 439.5884. State issued license tags must be obtained and placed on the vehicle prior to driving off campus. Departments should not obtain tags on their own. The title is maintained in Business and Finance.

Liability Insurance is provided by the State of Tennessee. Claims are administered through the Claims Commission (T.C.A. 9-8-301 et seq.) and filed through the Financial Services office. The deductible amount is $25,000 for each occurrence. There is **no collision insurance** available so damage to the vehicles is the responsibility of the department that owns the vehicle. Departments cannot purchase separate insurance for the vehicle.

A university **procurement card** can be obtained for fuel and repairs of state- owned vehicles. Contact the ProCard Coordinator at 439.4354. Special transaction information is required for this type of procurement card. These cards cannot be used for fuel of personal vehicles, Enterprise rental vehicles, or donated/loaned vehicles used by ETSU employees.

ETSU parking decals are not required for department owned vehicles.