Vehicle Purchase Form

For End User:

- At Dashboard
- Locate Other Forms area

Vehicle Purchase

- Select sticker – Non-Dollar Agreement
    - Read General Instructions
    - Click on "State Contract for Vehicle" link to determine which vehicle you intend to purchase
    - Save the vehicle state contract sheet
    - Use to complete the fields in **BOLD** that are required
    - Product Description line should contain the full detailed vehicle type listed on the top of the state contract form (Ex: Van 2: Flex Fuel (E85 Capable) Passenger Minivan, 7 Passengers, FWD)
    - Attach in Internal Attachment section
    - Attach the detailed justification form

- To move forward, select the "Add to new Cart" and the "Go" at the top of the page


- Locate Cart under Draft Cart tab
- Proceed to Checkout
    - Update the fields required for all carts
        - Reference Shopper & Requester Handout for assistance
        - Cart name / Description / Is this a state contract / State Contract number / Ship To address (University Fleet for vehicle purchases) / Account Codes (Object code of 5607 required for vehicles) / Internal Attachments / Note to all Suppliers (include the Monthly Maintenance Fee Account number) / Remove Tax (from both product lines)
    - Select "Assign Cart" or "Place Order" Depending on your role and/or your area's approval procedure

- Once the Cart becomes a Requisition, it will enter the workflow for approvals from the Budget Officer(s), the VP Approver for that GL Account, Form Approval (Fleet Manager will review,

update and Approve/ Return or Reject as applicable), President Approval, Requisition Assignment (procurement), Buyer Approval 1 (procurement buyer), and Final Procurement Review to complete as a requisition and become a purchase order.

- All completed vehicle purchase orders are sent to the University Fleet Manager

For Form Approval User:

- Please refer to the Approver handout regarding Approver specific functionality
- Fleet Manager will access the vehicle form to review and update
    - Under the Requisition dropdown, select "Assign to myself"
    - Click on the Line Item Description
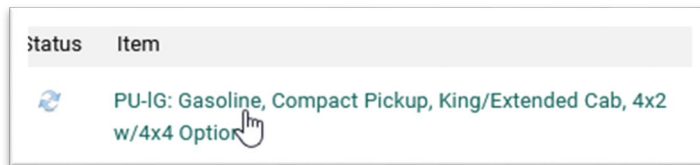
    - Enter vehicle Year
    - Add Color - Exterior
    - Add Color – Interior
    - Verify all Vehicle Description and Price fields
   - Select "Save" under Available Actions

    - Go
- Add a Comment requesting that the University President sign the attached SASS—007A form
    - Select the University President & President's Administrative Specialist as the email recipient
    - Attach the blank SASS-007A form
    - The checkmark will save the comment
- Under Requisition dropdown, select "Approve / Complete Step" or "Return to Requisitioner" or "Reject Requisition" as applicable.

For President Approval User:

- Please refer to the Approver handout regarding Approver specific functionality
- Under the Requisition dropdown, select "Assign to myself"
  - Review the requisition request
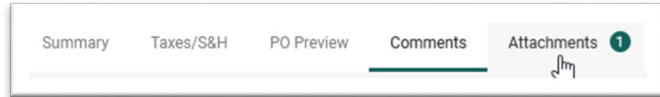
  - Access the Attachment tab
  - Locate the SASS-007A form from Transportation
    - Review
  - If moving forward
    - Print
    - Sign
    - Add Comment indicating SASS-007A form has been signed and reattached
    - Attached signed SASS-007A form
    - The checkmark will save the comment
  - Under Requisition dropdown, select "Approve / Complete Step" or "Return to Requisitioner" or "Reject Requisition" as applicable.