Vehicle Acquisition Process

Process for Vehicle Acquisition & Servicing Request Form

Step 1: Preliminary Requirements

- Auto Shop Verification
  - Contact the Auto Shop for quotes and servicing approval.
  - *Do not continue filling out the form until this step is completed.*
- Budget Verification
  - Indicate if this request was included in your annual budget planning.
  - If No, provide justification in the form (why the request was not planned).

Step 2: Complete Request Form

Fill out the following sections completely:

1. Supplier Information
   - Enter Vendor name.
   - Adjust distribution method if needed.
2. Provide Vehicle Information
   - Location
   - Make, Model, Year, Weight Class, Color
   - Number of keys included (minimum 4)
   - Quantity
   - Estimated cost
3. Requester Questions
   - Select Reason for Purchase.
   - Provide explanation for legitimate need.
   - Provide explanation for immediate need (if applicable).
   - Confirm if a vehicle in Rowan's inventory could be repurposed.
     - If yes → explain why it cannot meet the need.
     - If no → identify how you verified inventory availability.
4. Procurement Requirements
   - If purchase exceeds $100,000 → provide RFP or State Contract #.
   - If purchase is under $100,000 → attach minimum of three quotes.

Step 3: Fixed Asset Documentation

In the Internal Notes, include:

1. Designated custodian (end user: individual & department).
2. Description of equipment (make/model/color).
3. Intended usage.
4. Building location (building, room #, department/office).
5. Expected useful life of the vehicle.

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Step 4: Approval Workflow

1. Fleet Management – Executes recommendation for approval.
2. Director of Contracting & Procurement, and
3. Senior VP for Finance/CFO

Step 5: Submission

- Attach all required supporting documents (quotes, RFP/State Contract #, internal notes).
- Submit completed request form through **ProConnect**.
- Checkout with Commodity Code **CD435-000, Fleet & Vehicle Acquisition & Disposal**
- Requester finalizes the requisition using Account Code **7645, Equip & Software Over Cap Threshold**

Key Improvements in the New Process

- Eliminates physical forms, manual email forwarding, and Banner entry.
- Reduces errors through automated routing using commodity and account codes.
- Centralizes communication and approvals in ProConnect.
- Ensures transparency and consistent policy enforcement.

Keep in Mind:

All other OC&P and Rowan University policies and procedures still apply.