

TO: Vice Presidents, Deans, Department Heads, and Directors

FROM: UGA Procurement

RE: Updated Motor Vehicle Purchase Guidance

The University System of Georgia (USG) has provided USG institutions with further direction about requests for the purchase or lease of new vehicles, and we want to share this information with you. This information follows similar guidance that was implemented in the fourth quarter of Fiscal Year 2019.

Effective immediately, only requests for critical vehicle purchases will be approved. This includes any vehicle requests already in process of being submitting for approval. The guidelines below are applicable through at least the end of Fiscal Year 2020, which is June 30, 2020. Before submitting a vehicle request, please be sure the following guidelines are followed.

- Vehicle requests that create an overall increase to your fleet (number of state vehicles you have) should not be submitted.
- Replacements for vehicles currently in your fleet may be considered, if determined to be critical. The vehicle being replaced must be either:
 - 12 years old or more; or
 - Have more than 135,000 miles; or
 - Have been damaged beyond repair.
- Prior to requesting to replace a vehicle, other options should first be considered. These include:
 - Increasing use of existing vehicles within the department.
 - Transferring underutilized vehicles across departments.
 - Decreasing reliance on vehicle use to offer the necessary service, if possible.
- If it is still determined that a vehicle purchase is critical, units must provide an explanation of the alternative options explored prior to moving forward with a vehicle request. This should be included in your vehicle justification.
- Vehicle purchase requests that do not fall under the above guidance but constitute a life and safety issue may be considered on a case-by-case basis.

For those vehicle requests that you believe meet the guidelines, please continue to use current procedures for submission.

We recognize that you already take a thorough look before requesting to purchase vehicles and work to be efficient with our fleet, and we appreciate those ongoing efforts. These new

guidelines are being issued as an expectation for tightened spending in the current environment.

If you have any questions about this guidance, please reach out to us at procure@uga.edu.

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Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at sfahmy@uga.edu.