

Vehicle Acquisitions

Vehicle Request Process

All requests for motor vehicles (new, used, addition to fleet, replacement, purchased, leased, and/or donated) must be approved in the following order:

1. Georgia Tech's Fleet Management
2. Admin & Finance, Executive Vice President, or Designee
3. University System of Georgia (USG)
4. Department of Administrative Services (DOAS)
5. Governor's Office of Planning and Budget (OPB)

Georgia Tech Fleet Management will review the current fleet inventory for other efficiencies before requesting new vehicles. Underutilized vehicles shall be reassigned based on the minimum utilization standard of 25% of the median miles driven by asset type before submitting a vehicle request for campus approval. Additionally, cost-effectively extending the life of an existing vehicle will be explored. When pertinent, the use of vehicle rentals in lieu of purchasing a new vehicle will also be considered when appropriate.

Vehicle requests are reviewed at USG twice each month. Approval or other feedback is provided before submitting the request to DOAS's OFM and the requester will receive a response in 7-10 days from submission.

Vehicle orders must be submitted by May 15th of the fiscal year. **Any orders received after May 15th will be deferred to the following fiscal year.** Emergency requirements, which justify orders after the cutoff date (e.g., replacement of a totaled vehicle) or changes in the vendor(s) awarded the statewide contract, may be considered on a case-by-case basis. Vehicles shall not be purchased outside of the statewide contract from dealer stock without the written approval of DOAS State Purchasing Division.