

Howard County Public Schools

REQUEST FOR NEW VEHICLE PURCHASE

Please forward this fully completed and signed form to Robert Gill in the Purchasing Department as soon as you are aware of the need to purchase a new vehicle. Forms lacking detail, incomplete or required authorizations will be returned to the sender. Please note that HCPSS utilizes various existing State, County and Consortium Off the Lot Vehicle Contracts. These contracts have been competitively bid for best value and awarded to dealerships by category. Not all makes and models are available and may change annually, so the Purchasing Department will price out the requested vehicle by type to locate a comparable vehicle that best matches your need. The purchasing process and delivery time for Vehicles can be affected by such things as special orders, model year end limitations and vehicle availability as well as required board approval of the purchase.

Requesting Person/Title: _____

Department/School: _____ **Date:** _____

E-Mail: _____ **Phone #** _____

Preferred Type of Vehicle

Please describe the basic type of Vehicle and Quantity you need (i.e. Compact, Medium, Full Size Sedan or SUV (All Wheel Drive?), Passenger Mini Van, Compact or Full Size Cargo Van, light, Medium or Heavy Duty Pickup). You may list a specific make and model as an example of the type of vehicle, but that exact vehicle may not be available under contract. The Purchasing Office will ask the dealership under contract to price out the closest comparable make and model. Please write neatly, provide specific details and attached extra sheets or specifications as necessary:

Required Options : Most manufacturer models come with a laundry list of standard features (See Manufactures Interactive Websites for details) such as Automatic Transmissions and Air Conditioning. Please use this section to list any Non-Standard features or options that must be included (i.e. SUV with All-Wheel drive or a Rack System in a Cargo Van):

Operating Fund? Y / N **Grant Funding?** Y / N **Fund:** _____

Location: _____ **State Category:** _____ **Program:** _____

Cost Center: _____ **Spend Category:** _____

Department Head Signature: _____ **Date:** _____

Division Heads Signature: _____ **Date:** _____

See Next Page for Final Instructions

March 24, 2017
Version # 3

- Upon receipt of this completed form, Purchasing will contact the requestor if further details are necessary and then proceed to obtain pricing from one of the dealerships currently under contract for the specified vehicle type.
- Upon receipt of pricing and vehicle availability from the dealership, the purchasing office will provide the pricing and any documented details to the requestor.
- It is important to note that the requester must advise Purchasing if they wish to proceed with the vehicle purchase ASAP. Board approval may be necessary and the pricing is typically for an off the lot, limited time vehicle offer that is valid as long as the vehicle is not sold to another buyer.
- Departments purchasing a new vehicle must create a Requisition in the Workday System for approval before the Purchase Order can be submitted to the dealership.
- Upon Delivery of the vehicle at the Central Office the Purchasing Representative will verify that the correct vehicle and options were received and make copies of the paper work for the Finance Department and take the original paperwork and keys to the Risk Management Office to process the required Vehicle Insurance and affix an Asset tag to the Vehicle. The Requestor will receive an e-mail that the vehicle has been received and parked in the back lot of the Central Offices. They will be contacted by the Risk Management Office when that department completes the Insurance Piece of the process.
- **The Risk Management Office will turn the vehicle keys and completed paperwork over to the requesting department and that department will be responsible for arranging for the vehicle tags and title work to be done prior to the vehicle being taken out on the road. Please note that Under No Circumstances is a vehicle to be moved until the Risk Management Department completes the Asset Tag and Insurance Processing on the Vehicle and the Owning Department has completed the proper Tag and Title work on the Vehicle.**