

 VILLANOVA UNIVERSITY	Policy: Buying University Vehicles
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Financial Affairs Department Procurement Policies and Procedures	Approved: March 12, 2004

Policy

All vehicles must have budget approval and must be purchased through the Procurement Department. Departments are required to purchase only Ford vehicles through the Procurement preferred vendor.

Procedure

1. Each Department requesting a new vehicle must check their budget to ensure that they have the monies in their approved budget to purchase the vehicle.
2. Once the budget has been verified the Department must fill out the required new and used vehicle forms that are on the Villanova truck and van web site
3. All forms must be e-mailed to the Procurement Department.
4. Procurement will obtain the pricing for the new and trade-in vehicles.
5. All pricing will be forwarded to the requesting Department for their review. If the vehicle is within their budget the Department will enter an on-line requisition into the banner system.
6. Once Procurement receives the requisition along with all related documentation, the vehicle will be ordered by creating a Purchase Order.
7. When the vehicle is ready for delivery it will be delivered to the Garage behind the Villanova Stadium where it will be logged into the Villanova fleet.
8. The Department will be notified to come and inspect their vehicle. At the inspection the vendor will go over all the features that were ordered on the vehicle.
9. The vehicle will then be left at the garage for an in-house inspection.
10. Once the vehicle has had the in-house inspection, the Department will be called to come and pick-up their new vehicle.