Information

Vehicle Purchase

Number

PUR - 18.00

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Amber Horn, Director - Procurement Services
Service Complex, University of Louisville
Louisville, KY 40292
502-852-7211
purchase@louisville.edu

History

Original Date: Unknown

Revision Date(s): August 23, 2018; February 6, 2020; November 20, 2023

Reviewed Date(s): August 23, 2018; February 6, 2020; November 20, 2023

Categories

Reason for Policy:

All purchases of vehicles shall be in compliance with KRS 45A.

Statement:

The purchase of either a new or replacement vehicle shall have approval from the Vice President for Finance/CFO before the purchases of any such vehicle may proceed.

All vehicles (new and used) purchased by the university must be flex fuel compatible to meet Department of Energy requirements. Exceptions include: emergency response vehicles, vehicles over 8500 GTW, and grounds equipment.

All vehicle titles must list the University of Louisville as the owner. All purchases made in foreign countries will require contacting their titling agency to assure the vehicle can be titled to the university.

Procedures:

1. Identification by Department for the need/request for a new Motor Vehicle (car/truck/van).
2. Submission of Request to Purchase Motor Vehicle form to Procurement Services.
3. Request form reviewed for completeness by Procurement Services and forwarded to the Vice President for Finance/CFO for review and approval.
4. Vice President for Finance/CFO, approves or rejects and forwards back to Procurement Services to begin procurement process.
5. Purchase made in compliance with KRS 45A via Bid or Contract.
6. Copy of PO sent to Inventory Control and notification to dealer/vendor to make delivery to Inventory Control for Registration, Licensing, and UofL Identification.

Forms/Online Processes:

Request to Purchase Motor Vehicle