ACQUIRING NEW VEHICLE

PURPOSE
The purpose of this function is to identify a university vehicle.

BACKGROUND

MATERIALS NEEDED:
- A Receiving Report.
- The vehicle manual and other information concerning the purchase of the vehicle.
- Two (2) sets of keys.
- No file name.

PROCEDURES

1. The vehicle must be properly tagged by the Property Department.
2. The Senior Fiscal Assistant assigns a number to the vehicle. The numbers are assigned in numerical order, the vehicle is assigned the next available number.
3. There should always be two sets of keys for the vehicle.
4. One set of keys goes to the department that purchased the vehicle.
5. One set of keys goes to the Key Bank to be put on file. (Physical Plant must have on file a key to all university owned vehicles).
6. If there is only one set of keys get another set made by the Key Bank.
7. The university seal and the vehicle number must be put on the vehicle by the Painting Department.
8. Input information about the vehicle into the Fuel Master System. Once this has been done make a gasoline key for the vehicle.
9. When you turn the vehicle over to the department, following information must be given. (1) a vehicle travel log (2) insurance booklet (3) a gasoline key and (4) a copy of the vehicle registration. (The vehicle registration is given to the department after receiving the state tag).
10. This is done when the university purchases a vehicle.