



**OP 65.05: VEHICLE PURCHASE**

**POLICY**

It is the policy of Mississippi State University to maintain an appropriate inventory of university-owned vehicles and to ensure control by monitoring all purchases and disposals.

**PURPOSE**

In order to maintain the appropriate number and types of vehicles owned by Mississippi State University and comply with IHL Fleet policies and procedures, this policy establishes procedures to follow for the purchase of new vehicles (tagged only). It will be the responsibility of the affected department or budget unit to initiate the request when there is a need for a new vehicle.

**PROCEDURES**

1. All vehicles shall be purchased under the terms of state contracts. Exceptions to purchasing vehicles via State-Contract must be approved and reported to the IHL Executive Office.
2. The department or budget unit shall complete the Mississippi Institutions of Higher Learning Executive Office (Vehicle Justification and IEO Approval Form). All required signatures shall be obtained.
3. The approved request should then be forwarded to the Office of Procurement and Contracts, with a requisition.
4. Upon receipt of the vehicle it will be the responsibility of the requesting department to initiate the disposal process if a vehicle is being replaced.

**REVIEW**

This policy will be reviewed by the Vice President for Budget and Planning every four years or as needed.

**This policy has been superseded**

**REVIEWED BY:**

/s/ Don Zant  
Vice President for Finance

09/02/2015  
Date

/s/ Joan Lucas  
General Counsel

09/17/2015  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

09/03/2015  
Date

**APPROVED BY:**

/s/ Mark Keenum  
President

10/26/2015  
Date

**This policy has been superseded**