

**MISSISSIPPI STATE UNIVERSITY  
VEHICLE PURCHASE POLICY AND PROCEDURES**

**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 and non-tagged). 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. The department or budget unit shall develop a detailed description of the vehicle. Information on state contract vehicles is available in the Office of Procurement and Contracts, Room 610 McArthur Hall, telephone 325-2550. Exceptions to purchasing vehicles via State-Contract must be approved and reported to the IHL Executive Office.
2. Also, a justification of vehicle need shall be developed. Justification must state whether the vehicle is an addition to the current number of vehicles on the departmental inventory or is a replacement. If it is a replacement, the department shall include a description of the vehicle to be disposed of by the university.
3. The description and the justification (in memo form – not a requisition) shall be submitted through the appropriate channels from the department or budget unit to the president for approval.
4. The approved request should then be forwarded to the Office of Procurement and Contracts, 610 McArthur Hall, for state contract review. It will be the responsibility of Procurement and Contracts to notify the requesting department of the status of their request and to initiate the disposal process of the replaced vehicle, if appropriate.

**REVIEW**

This policy will be reviewed by the Vice President for Budget & Planning with recommendations for revision presented to the President.

**REVIEWED:**

/s/ Wayne Bland 8/11/10

Interim Vice President for Budget and Planning Date

/s/ Don Zant 8-11-10

Director, Internal Audit Date

/s/ Charles L. Guest 8-17-10

For General Counsel Date

/s/ Jerome A. Gilbert 8/18/2010

Provost and Executive Vice President Date

**APPROVED:**

/s/ Mark E. Keenum 8/23/10

President Date

**THIS POLICY HAS BEEN SUPERSEDED**