

Vehicle Purchase Process

The following purchasing procedures are designed to ensure fiscal responsibility, proper fleet management and compliance with the US Department of Energy's ("DOE") Alternative Fuel Transportation Program* ("AFTP"). To purchase/lease a new or used vehicle, the following **pre- purchase** process must be followed:

1. Department identifies type of vehicle (s) needed and ensures compliance with the US Department of Energy's Alternative Fuel Transportation Program (AFTP) by selecting from the available models located at <http://www.afdc.energy.gov/vehicles/search/light/>. For questions related to AFTP or vehicles under AFTP, please contact Samuel Coleman at samuel.coleman@rutgers.edu
2. Departments must plan to allow sufficient time to purchase vehicles which comply with AFTP. AFTP vehicles at times can't be purchased off the lot and must be specially ordered. Such orders on average can take twelve (12) to fifteen (15) weeks to fill.
3. Department completes the Vehicle Purchase Form ("Form"), obtains Business Office/Budget and , Department Dean/Director/Vice President approval, obtains a preliminary quote for the vehicle(s) and forwards all documents to the University Procurement Services, at vehicle.buyer@finance.rutgers.edu.
 - a. Department must explain the purpose of the vehicle purchase.
 - b. Department must explain if the purchase of the vehicle replaces a vehicle currently part of the Department's fleet or adds to the Department's fleet.
 - c. If applicable, explain if the replaced vehicle will be traded in or disposed of through IPO-Material Service-Surplus.
 - d. If the vehicle requested does not comply with the AFTP, a written justification must be provided by the department with the Form. The justification must present unique circumstances that require a waiver of the AFTP requirement.
4. The Procurement services vehicle buyer reviews requirements and ensures compliance with the Department of Energy's AFTP by verifying that the selected vehicle(s) is/are on the compliant list located at <http://www.afdc.energy.gov/vehicles/search/light/>.
 - a. If the justification is not sufficient, the buyer then will return the Form for additional information and/or changes.
 - b. The Vehicle Purchase Buyer obtains the AVP Procurement and CPO and Executive Vice President and CFO approvals.
5. Determination
 - a. If rejected, the Form will be returned to the Buyer. The buyer will then inform the Department.
 - b. If approved, the Form is forwarded back to the Buyer who will commence the purchasing process. The buyer and/or Department obtains competitive quotes if applicable, the buyer develops and issues a Request for Proposal if applicable or identifies a preferred contracted supplier to purchase the vehicle.
6. Under No Circumstance should the department give Power of Attorney to the Supplier Dealership.
7. Department will issue a Purchasing Requisition for a Purchase Order for the vehicle.
8. Department will complete a check request:
 - State of New jersey is requiring Rutgers University to pay a \$ 60.00 Title fee for every new vehicle purchase.
 - If multiple Vehicle purchase, the State requires individual \$ 60.00 checks.
 - Individual departments will be responsible for this fee.

At the time of approved vehicle application and approved Requisition, Department must do a check request with below details:

Checks made payable to:
New Jersey Motor Vehicle Commission (NJDMV P# is p9987929)
PO Box 177
Trenton, NJ 08666.

- Department must attach the signed Vehicle Request form as backup
 - Department must include the requisition number/PO in the “Invoice #/Payment identifier” field on the Check Request.
 - The department will put in the Supporting Information/Justification section to return check to Andrew Kvortek.
9. Accounts payable will deliver a \$60.00 check to Andrew Kvortek, who will coordinate plates/title/registration and any related vehicle paperwork.
 10. Buyer will coordinate delivery of the vehicle with the Department.
 11. Buyer will submit purchasing information to the designated person within Procurement monitoring AFTP compliance within Rutgers.
 12. If the Department will replace a vehicle currently part of the fleet, it is the Department’s responsibility to take all necessary steps to retire the vehicle from service. Such steps include, but may not be limited to, arranging with Surplus to sell the vehicle, and contacting the following personnel.
 - i. Matthew Spaventa, UFA-Risk Mgmt. & Insurance spaventa@finance.rutgers.edu
 - ii. Andrew Kvortek, UFA-UCO Cost Analys/Cap Equip akvortek@finance.rutgers.edu
 - iii. Samuel Coleman, UFA-Univ Procurement Services samuel.coleman@rutgers.edu
 - iv. Peter Shergalis, Surplus, IPO-Material & Logistical Services
peter.shergalis@rutgers.edu
 - v. Michael McDede, Surplus, IPO-Material & Logistical Services
michael.mcdede@rutgers.edu

All State Government Plates (SG) must be returned to Andrew Kvortek for vehicles traded-in or sent to Surplus.

* All Rutgers purchases of new and used Light Duty Vehicles (LDV) must comply with the DOE’s Alternative Fuel Transportation Program and be capable of operating on alternative fuels. LDVs are non- emergency, on-road vehicles weighing 8,500 lbs. GVWR or less. Alternative fuel vehicles are typically called “flex fuel” or “dual fuel” in the industry and will accommodate either gasoline and/or an alternative fuel. As of today, Hybrid Electric Vehicles (HEVs) are not considered a fully compliant alternative fuel vehicle under Standard Compliance of the AFTP and thus only receive a ½ credit under the AFTP