

## 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 a new or used vehicle, the following steps must be followed.*

**Please read the entire vehicle purchase process before you begin:**

1. Department identifies the 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 at <https://afdc.energy.gov/vehicles/search>. For questions related to AFTP or vehicles under AFTP, please contact Samuel (Wes) Coleman at [samuel.coleman@rutgers.edu](mailto:samuel.coleman@rutgers.edu). Departments must plan to allow sufficient time to purchase vehicles that comply with AFTP. At this time, AFTP vehicles cannot be purchased off the lot and must be special ordered. Such orders can take between twelve (12) to fifteen (15) weeks to be filled.
2. Department completes the Vehicle Purchase Form located at <https://procurementservices.rutgers.edu/files/vehicle-purchase-formpdf> obtains Business Office/Budget and Department Dean/Director/Vice President approval, obtains preliminary quote(s) for the vehicle(s), and forwards all documents to the University Procurement Services, at [vehicle.buyer@finance.rutgers.edu](mailto:vehicle.buyer@finance.rutgers.edu).
3. **Vehicle Purchase Form MUST Include:**
  - a. Robust explanation of the purpose of the vehicle.
  - b. An explanation of whether the purchase replaces a vehicle currently part of the department's fleet or adds to the fleet.
  - c. If applicable, provide an explanation of whether the replaced vehicle will be traded in or disposed of through IPO-Material Service-Surplus.
  - d. A cost estimate of the replacement vehicle.
  - e. If the vehicle requested does not comply with AFTP, a written justification. The justification must present unique circumstances that substantiate a waiver of the AFTP requirement.
4. A procurement services representative (buyer) reviews the form and ensures compliance with the Department of Energy's AFTP by verifying that the selected vehicle(s) is/are on the compliant list.
  - a. If the form is not complete or the information is insufficient, the buyer will then return the form for changes.
  - b. Once the form is accepted, the buyer will then submit the form to obtain the AVP Procurement/CPO and Executive Vice President/CFO signatures.
5. Determination by CPO and/or CFO:
  - a. If rejected, the form will be returned to the buyer, who will then inform the department.
  - b. If approved, the form will be returned to the buyer who will commence the purchasing process.
  - c. In compliance with the University Procurement Policy, the department must obtain competitive quotes for any purchase of \$50,000.00 and over.
  - d. The buyer and department coordinate, develop and issue a Request for Proposal when the total purchase price for the vehicle(s) is over \$250,000.00.
6. **Under No Circumstance should the Department provide Power of Attorney to the Supplier Dealership**
  - a. Procurement officials are authorized to sign for the university and will sign all dealer documents at delivery. (see step 11 for delivery details)
7. Once the department has obtained the necessary quotes, they will issue a Marketplace **Goods Request Form** Requisition to obtain a Purchase Order for the vehicle(s).
  - a. Rutgers manages all vehicle Titles, Registrations, and Plates; therefore, suppliers should not include those fees on the sale (a small fee of approximately \$35.00 is allowed for title fees). Rutgers requires Temp Registration and Temp Plates to be supplied by the supplier. If the supplier does not have our Corp Code, please have them use 74883 09250 89032.

- b. Ensure the supplier has forwarded the university's tax-exempt documentation.
  - c. Attach the signed Vehicle Purchase Form to the requisition.
  - d. **Change the delivery address in the requisition to 33 Knightsbridge Rd, Piscataway, NJ 08854.**
  - e. Attach any other pertinent documentation (pictures, email correspondence between department and supplier, etc.).
8. If the dealership requires payment upon delivery, please be sure to submit a Prepayment Request Form in advance.
- a. Note that checks are only processed on Tuesdays and Thursdays, so plan accordingly.
9. After the Marketplace Purchase Order is issued, the department will submit a \$60.00 Check Request Requisition to the supplier below:

**Supplier p9987929**  
**New Jersey Motor Vehicle Commission**  
**PO Box 177**  
**Trenton, NJ 08666**

- a. The State of New Jersey requires Rutgers to pay a \$60.00 title fee for every new vehicle purchase. The individual department will be responsible for this fee.
  - b. The department must include the Requisition/PO number in the "Invoice #/Payment Identifier" field on the Check Request.
  - c. If multiple vehicles are purchased, the State requires individual \$60.00 title fee checks.
  - d. The department must attach the signed Vehicle Request Form as backup documentation.
  - e. The department will put in the Supporting Information/Justification section to return the check to Andrew Kvortek, Property Control Assistant, University Controller's Office.
10. Andrew Kvortek will coordinate plates/title/registration and any related vehicle paperwork. The buyer will coordinate the delivery of the vehicle with the department once the purchase order is approved.
11. Delivery of Vehicle(s):
- a. Once your PO is approved, please contact the dealer to confirm receipt and coordinate delivery arrangements.
    - All delivery scheduling questions or requests must be sent to:  
[vehicle.buyer@finance.rutgers.edu](mailto:vehicle.buyer@finance.rutgers.edu)
  - b. **Delivery Location:** All vehicles must be delivered to 33 Knightsbridge Rd, Piscataway, NJ.
  - c. **Delivery Days:** Vehicle delivery can only occur **on Tuesdays, Wednesdays, and Thursdays.**
  - d. **Authorized Signatures:** Only a buyer with Signatory Authority is permitted to sign dealership forms - not departmental personnel.
  - e. **Certificates of Origin (COOs):** These must be handed to Andrew Kvortek/the vehicle buyer before any documents can be signed. Please ensure the dealership is informed and brings the Manufacturer's Statement of Origin (MSO) at the time of delivery.
  - f. **Proof of Insurance:** This can be provided upon request by the dealership.
  - g. **Prepayment Requirement:** Confirm that the dealership does **not** require pre-payment upon delivery. Checks cannot be issued on demand and must be submitted and approved through the Prepayment Request Form in Marketplace. Checks are only processed on Tuesdays and Thursdays, so please plan accordingly.

12. The buyer will submit purchasing information to the designated person within procurement monitoring AFTP compliance and Risk Management to obtain insurance.
13. If the department is replacing a vehicle currently part of its 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 IP&O Material Surplus to sell the vehicle and contacting the following personnel:
  - a. Matthew Spaventa, UFA-Risk Mgmt & Insurance, [spaventa@finance.rutgers.edu](mailto:spaventa@finance.rutgers.edu)
  - b. Andrew Kvortek, UFA-UCO Cost Analyst/Cap Equip [akvortek@finance.rutgers.edu](mailto:akvortek@finance.rutgers.edu)
  - c. Samuel (Wes) Coleman, UFA-Univ Procurement Services  
[samuel.coleman@finance.rutgers.edu](mailto:samuel.coleman@finance.rutgers.edu)
  - d. Peter Shergalis, Surplus, IPO-Materials & Logistical Services [peter.shergalis@rutgers.edu](mailto:peter.shergalis@rutgers.edu)
  - e. Michael McDede, Surplus, IPO-Material & Logistical Services  
[michael.mcdede@rutgers.edu](mailto:michael.mcdede@rutgers.edu)
14. Traded-in Vehicles or vehicles sent to Rutgers Surplus: All State Government Plates (SG) must be returned to Andrew Kvortek.
  - The requisition description must include both the new vehicle details (make, model, year, and VIN) and the trade-in vehicle details (make, model, year, and VIN).
  - The **invoice** must also reflect both the new and trade-in vehicle information.
  - On the day of delivery, the department must bring the trade-in vehicle to 33 Knightsbridge Rd, remove the SG plates, and Andrew Kvortek will provide the title to the dealership.
15. **On-campus Fuel Key:** For fuel key access, contact James Kocha in Facilities at [james.kocha@rutgers.edu](mailto:james.kocha@rutgers.edu).
16. **Gas PCard:** For a gas PCard, contact Expense Management at [cardservices@finance.rutgers.edu](mailto:cardservices@finance.rutgers.edu)
17. **EZ Pass:** Once **permanent plates and registration** have been obtained (accounts cannot be set up with temporary credentials), contact **EZ Pass** to establish an account for your department. Use your department **PCard** when creating the account.

\* 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 usually 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 fully compliant alternative fuel vehicles under Standard Compliance of the AFTP and thus only receive ½ credit under the AFTP.