

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Vehicle Acquisition

Procedure No.: PP-420

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I. Purpose

To define the purchase guidelines for vehicle acquisitions.

II. Scope

This procedure applies University wide.

III. General

Texas A&M University-Kingsville operates a centralized transportation center and all vehicle purchases are purchased through the Transportation Center.

Texas A&M University-Kingsville vehicles will not be purchased by, nor titled to individual departments unless it is determined that a special need exists.

A special need exists when:

- a. The vehicle(s) will be used on a continuing basis in areas outside the Kingsville area. (The Citrus Center at Weslaco will maintain it's own fleet).
- b. The vehicle is a heavy off-the-road product model.
- c. The vehicle must be modified or equipped to the extent that use for any other purpose would be impractical.

When a Department Head believes a special need exists, a written request showing justification for exception to this policy will be forwarded to the Vice President for Finance and Administration for review and approval.

Vehicles will be purchased only through the State Terms Contract program. Generally, this contract is open from mid November through the end of February.

All passenger vehicles purchased by the University are to be blue in color (acceptable color range shall be the blue color that is offered as a standard for that year model). (Any vehicle used for experimental work by the Caesar Kleberg Wildlife Institute may be in the color most appropriate for the work to be done).

This policy applies to the repainting of University-owned vehicles as well as to the purchase of new vehicles. Exceptions may be made only with the approval of the Vice President for Finance and Administration.

All vehicles, except University Police shall display the official university logo.