

Vehicle Review Board Process:

All vehicle purchase requisitions will be processed through the normal procurement work flow. If a VRB request is not submitted when the purchase requisition is entered the requestor will be sent an email requesting a completed VRB form. The purchase requisition will be put on hold until the VRB request is received. Forms and vehicle acquisition information can be found at <http://www.umass.edu/procurement>.

The VRB shall use the following criteria to determine whether the vehicle purchase will be allowed:

1. The vehicle is the most economical and efficient in terms of cost, mpg, and sustainability according to the University's sustainability goals.
2. The department has the immediate funds to purchase the vehicle.
3. The department understands and agrees to the university fleet policy regarding maintenance, fuel, and associated costs.
4. If a new vehicle request, all other transportation alternatives have been explored regarding vehicle use options.
5. The vehicle must comply with any and all vehicle standards that the University shall choose to enact.

If a vehicle request is denied, the requesting department will be allowed to request a face to face meeting with the VRB to discuss the decision. A majority vote by the VRB is final.

After a purchased vehicle arrives on campus it shall be inspected by the Transportation office (Transit or Plant) and accepted per specification. A fuel card shall be issued, plates and registration acquired, and the vehicle entered into the maintenance and university inventory as well as lettered and sealed according to University standards.