

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 they complete a VRB form. The purchase requisition will be put on hold until an approved VRB request is received. Forms and vehicle acquisition information can be found at <http://www.umass.edu/procurement> or <http://www.umass.edu/vehicle>.

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 by the VRB, 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.