

# The Purchasing Post

## TO BUY A VEHICLE

As fiscal year 2012 comes to a close, many departments decide to purchase a vehicle with funds still remaining. In order to acquire a vehicle, especially at this time of the year, there are a few “hoops” to jump through.

**Step #1 – Approval:** Vice-President of Administration & Finance must approve all vehicle purchases. The “vehicle purchase request” form is to be filled out and sent to Purchasing. We, in turn, will assign the minute number and obtain VPAF’s signature.

**Step #2 – Type of Vehicle:** The State of Kansas moratorium on the purchase of passenger cars and light trucks is still in effect. This applies to vehicles, such as sedans, SUV’s, vans, etc., and trucks that are 3/4 ton or less. State agencies are only allowed to replace existing vehicles of these types. K-State cannot increase its fleet, we have to give up a vehicle in order to get a vehicle. Therefore, a “disposition of property” form is to be submitted with the vehicle purchase request form. If the vehicle is a one-ton truck, bus, etc., no disposal form is necessary.

**Step #3 – Where to Buy:** (assuming Steps 1 & 2 are completed.)

- a. **Contract?** State of Kansas contracts for vehicles have cut-off dates for some 2012 models. See attached document for details. Standard process is for department to place order directly with vendor. Depending on availability and time needed, vendor may provide a 2013 model at 2012 prices. Be sure to reference contract number and minute number on payment document.
- b. **Not available from Contract?** Send purchase requisition form and specifications to Purchasing for the bid process. We place the order, etc.
- c. **Used vehicle?** Bids can be solicited, if desired, but usually a “prior authorization” form is submitted because good, used vehicles must be acquired quickly. On the PA form, be sure to include age of the vehicle, condition (e.g. warranty, bought ‘as is’), and cost of brand-new equivalent vehicle. Once approved, department can place the order directly. Be sure to reference the minute number on the APV.

Hope this helps. Forms are available through E-forms. Any questions, please contact Purchasing: 532-6214 or [kspurch@k-state.edu](mailto:kspurch@k-state.edu).



### Fiscal Year 2012 Wrap-up Dates

May 14 at 1:00 pm  
Year-end training,  
KSSU Big XII room

May 14, 2012  
Purchase Requisitions  
over \$25,000 due

May 15 at 9:00 am  
Year-end training,  
KSSU Big XII room

May 17 at 10:00 am  
Year-end training,  
Salina campus

May 29, 2012  
Purchase Requisitions  
under \$25,000 due



KANSAS STATE UNIVERSITY  
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| Vendor               | Contract # | Group           | Make/Model                           | Cut-off Date |
|----------------------|------------|-----------------|--------------------------------------|--------------|
| Shawnee Mission Ford | 36332      | Groups II & III | Fusion                               | 5/2/2012     |
|                      | 36332      | Group VII-C     | 15 Pass. Econoline                   | 6/13/2012    |
| Olathe Ford Sales    | 36333      | Group I         | Focus                                | 5/15/2012    |
|                      | 36333      | Group VI-A      | Transit Connect                      | 5/2/2012     |
| Davis Moore          | 36334      | Group VI-B      | Chrysler Grand Caravan               | 4/25/2012    |
| Ed Bozarth Chevrolet | 35131      | Group IV        | Impala                               | 4/24/2012    |
|                      | 35131      | Group V         | Equinox                              | 4/24/2012    |
|                      | 35131      | Group V11-A;B   | Express Vans                         | 4/17/2012    |
|                      | 35131      | Group VIII      | Traverse                             | 8/28/2012    |
|                      | 35131      | Group IX        | Suburban                             | 3/20/2012    |
|                      | 35131      | Group X         | Silverado 1/2 Ton Truck              | 3/20/2012    |
|                      | 35131      | Group XI        | Silverado 3/4 Ton Truck - Non-Diesel | 4/17/2012    |
|                      |            |                 | Crew Cab Diesel                      | 4/3/2012     |
|                      |            |                 | Extended Cab                         | 3/20/2012    |
|                      |            |                 | Reg. Cab, Non-Diesel                 | 4/17/2012    |
|                      |            |                 | Reg. Cab, Diesel                     | 4/3/2012     |