

**Requesting the Purchase of Activity-Assigned Vehicle**

**REQUESTING THE PURCHASE OF AN ACTIVITY-ASSIGNED VEHICLE**

Activity-assigned vehicles may be purchased by an agency/bureau head providing a demonstrable task or function needs to be performed and it is determined that one of the vehicles outlined in this policy is appropriate; or a position has been approved and budgeted for which this requested vehicle is appropriate.

All vehicles to be replaced will be turned into the Fleet Management Division (FMD), for inspection and disposition. Determination of useful life of an activity-assigned vehicle and disposition of same is the responsibility of the FMD.

**RESPONSIBILITY**

**ACTION**

**AGENCY/BUREAU HEAD**

Initiate completion and submission of a Requisition, utilizing the CitiBuy system with justification for the purchase of a new vehicle indicated on the "Notes" section of the CitiBuy requisition.

**BBMR**

Agency Budget Analyst reviews Requisition in CitiBuy, certifies funds are available, and submits a hard copy to the Director of Finance for approval.

If approved and signed by the Director of Finance, BBMR stamps a copy of the requisition and forwards it to the Bureau of Purchases.

Note: The CitiBuy system submits the above actions for pre-encumbrance of funds to Bureau of Accounting.

**FMD**

Prepares the Vehicle Specifications and forwards them with the CitiBuy reference copy to the Bureau of Purchases.

**BUREAU OF PURCHASES**

Purchases vehicle in accordance with City Purchasing policies and arranges for delivery of vehicle to FMD at Central Garage. No requisition is to be processed without the approval of the Director

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of Finance and FMD.

**FMD**

Verifies that all specifications are met, inspects vehicle and notifies MMVFC that the end user agency has accepted delivery of the vehicle.

Accepts delivery of vehicle at Central Garage and notifies agency when vehicle is ready to be picked up.

If request is disapproved, all documents submitted should be returned to the agency/bureau head with reason for denial.