



## Vehicle & Cart Purchasing Procedure

This procedure outlines the required steps for requesting, approving, purchasing, and receiving motorized vehicles and carts/utility vehicles for KSU use. The process ensures alignment with university standards, fiscal responsibility, safety, and fleet standardization.

This procedure applies to all departments requesting vehicles and/or carts. Vehicle acquisitions are screened for compliance with Office of Planning and Budget (OPB) Department of Administrative Services (DOAS) Policy 10 utilization standards. ([Click here for OBP Policy 10 \(PDF\)](#))

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### Estimated Timelines (Vehicles)

- Vehicle orders must be received before **March 1**, or they will be deferred to be purchased in the following fiscal year
- Approval process: 1–2 months
- Depending on manufacturer timelines vehicle build & delivery takes 3 months to 1 year

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## SECTION I: MOTOR VEHICLE PURCHASING PROCEDURE

*(all licensed motor vehicles, including cars, vans, trucks, and law enforcement vehicles)*

### Phase 1: Request & Consultation

1. The requesting department fills out the KSU [Vehicle Purchase Request Assessment Form](#). The form is then sent to KSU Fleet & Automotive Services for review, to determine requesting department's vehicle needs.

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### Phase 2: Quotation & Justification

2. Fleet & Automotive Services conducts a Total Cost of Ownership (TCO) evaluation.
3. Fleet verifies whether any underutilized vehicles are available before requesting vendor quotes.
4. Fleet will approve or deny requests for vehicle purchase.
5. Fleet presents the most recommended vehicle options based on departmental needs, TCO analysis, and DOAS approved vehicles.

6. Fleet confirms selection and contacts the dealership to obtain a quote.
7. Fleet sends the quote to the requesting department for funding confirmation.
8. Within **5 business days**, the requesting department will review recommended options, confirm funding with their business manager, and finalize their decision. The requesting department is required to submit a [KSU Vehicle/Cart Purchase Justification and Approval Form](#) that includes:
  - Type of vehicle, purpose and operational need, funding source, and if the vehicle is a replacement or an addition to the fleet
  - This form requires approval from the department's business manager and the department head to be sent via DocuSign.
9. Once the justification form is received by Fleet, the ordering process may begin.

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### **Phase 3: Holman Entry & Internal Approvals**

10. Fleet & Automotive enters a request into the fleet management system for the Georgia Department of Administrative Services (DOAS), Holman, via the Vehicle Request Form and then will attach the following:
  - KSU Vehicle/Cart Justification and Approval Form
  - Dealer quote
11. Holman will generate a Vehicle Request (VR) number.
12. The Vehicle Request (VR) number will be added to the KSU Vehicle/Cart Justification and Approval Form, along with an approval signature.
13. The Justification Form along with the dealer quote are routed for approval in the following order:
  - Executive Director, Facilities Services
  - Assistant Vice President, Campus Operations
  - Chief Financial Officer (CFO)
14. Once the CFO's approval is granted, the request is submitted to the BOR Budget Office at [Motor.Vehicles@USG.edu](mailto:Motor.Vehicles@USG.edu) for approval.
  - To be notified of approval progress, the Assistant Director of Fleet and Automotive needs to be cc'd on this request. ([crosado@kennesaw.edu](mailto:crosado@kennesaw.edu))

#### **Phase 4: State Approval**

15. KSU Fleet and Automotive will receive an approval email from the BOR (Board of Regents) to proceed.
  16. Fleet & Automotive uploads the approval into Holman to submit the request to DOAS.
  17. Once DOAS approval is received, the requesting department will be notified.
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#### **Phase 5: Procurement & Ordering**

18. A requisition along with the approved documentation is submitted into ePro to obtain a Purchase Order (PO) by the requesting department.
    - When submitting the requisition, a note must be entered to send a copy of the PO to Chad Rosado.
  19. Procurement issues the PO to the dealership to place the order.
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#### **Phase 6: Delivery, Asset Setup & Release**

20. Vehicles are delivered to Fleet & Automotive Services.
21. The Fleet department will:
  - Assign a vehicle number and asset tag
  - Provide the invoice and asset details to the department for receipt and to process the payment
  - Complete title registration, and obtain a license plate
  - Complete asset creation in Holman to establish WEX fuel card and insurance
  - Complete application of required decals and numbering
22. The Fleet department will arrange the vehicle pickup with the requesting department and go over new vehicle ownership requirements: WEX fuel card, keys, vehicle maintenance procedures, etc.

## SECTION II: CART / UTILITY VEHICLE PURCHASING PROCEDURE

*(Golf carts, utility carts, and non-titled vehicles)*

### Phase 1: Request & Consultation

1. The requesting department fills out the KSU [Vehicle Purchase Request Assessment Form](#). The form is then sent to KSU Fleet & Automotive Services for review, to determine requesting department's vehicle needs.
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### Phase 2: Quotation & Justification

2. Fleet & Automotive Services conducts a Total Cost of Ownership (TCO) evaluation.
  3. Fleet verifies whether any underutilized carts are available before requesting vendor quotes.
  4. Fleet will approve or deny requests for cart purchase.
  5. Fleet presents the most recommended cart options based on departmental needs, TCO analysis, and DOAS approved vehicles.
  6. Fleet confirms selection and contacts the dealership to obtain a quote.
  7. Fleet sends the quote to the requesting department for funding confirmation.
  8. Within **5 business days**, the requesting department will review recommended options, confirm funding with their business manager, and finalize their decision. The requesting department is required to submit a [KSU Vehicle/Cart Purchase Justification and Approval Form](#) that includes:
    - Type of cart, purpose and operational need, funding source, and if the cart is a replacement or an addition to the fleet
    - This form requires approval from the department's business manager and the department head to be sent via DocuSign.
  9. Once the justification form is received by Fleet, the ordering process may begin.
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### Phase 3: Internal Approvals

10. The Justification Form along with the dealer quote are routed for approval in the following order:
  - Executive Director, Facilities Services
  - Assistant Vice President, Campus Operations

11. Once the AVP's approval is granted, notification is sent to the Assistant Director of Fleet and Automotive and the requested department.
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#### **Phase 4: Procurement & Ordering**

12. A requisition along with the approved documentation is submitted into ePro to obtain a Purchase Order (PO) by the requesting department.
    - When submitting the requisition, a note must be entered to send a copy of the PO to Chad Rosado.
  13. Procurement issues the PO to the dealership to place the order.
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#### **Phase 5: Delivery, Asset Setup & Release**

14. Carts are delivered to Fleet & Automotive Services.
15. The Fleet department will:
  - Assign a vehicle/cart number and asset tag
  - Provide the invoice and asset details to the department for receipt and to process the payment
  - Complete title registration, and obtain a license plate (if needed)
  - Complete asset creation in Holman to establish WEX fuel card and insurance (if needed)
  - Completes application of required decals and numbering
16. The Fleet department will arrange the cart pickup with the requesting department and go over new cart ownership requirements: WEX fuel card (if needed), keys, vehicle maintenance procedures, etc.