

Procedure for Vehicle Orders

The procedure for placing orders for all vehicles, including GEM cars and Club cars:

- The requestor completes the **Vehicle Purchase Request** Form found on the Purchasing forms page at <http://www.procurement.gatech.edu/purchasing/forms> and submits via email or fax to GT Motorpool.
Email: Email-fsc@facilities.gatech.edu Fax: 404 385-2401
- The request will be entered into the vehicle request system and sent to DOAS Fleet Management for approval
- Once an approval is received from DOAS Fleet Management, an email will be sent to the requesting department with the Vehicle Request (VR) number
- The requester will create a requisition in BuzzMart to include the following:
 - The vehicle information, quote number, etc. in the description area.
 - The Vehicle Request (VR) number in the line comments section.
 - Delivery address should always be the GT Motorpool.
 - Do not approve the requisition at this point. Save the requisition.
- Once the requisition is completed, send an email to Email-fsc@facilities.gatech.edu with the Vehicle Request (VR) number in the Subject and the requisition number in the body of your email. If faxing follow the same format
- The requisition number will be entered into the vehicle request system and sent to DOAS Fleet Management for PO approval.
- Once an approval is received a final email will be sent to the requesting department indicating that the purchase is approved
- The requester should now change the requisition from Open status to Approved status and Save
- Send the final email of approval and the quote to the assigned Contract Officer
- The Contract Officer will process the requisition and dispatch the PO to the vendor
- The department will be notified by Samuel Evans in the Motorpool when the vehicle has arrived.