

How to Purchase State Vehicles Using State Vehicle Contracts

1. Complete MV-6 form (which is attached). Use the 3 letter alpha code for the vehicle type and the 2 letter alpha code for vehicle options. The Agency Code is 135. Attach justification memo.
2. Enter requisition (regular RE type) into BASIS as follows:
 - a. Vendor: Motor Vehicle Acquisition Revolving Fund, PO Box 2485, Little Rock, AR 72203.
Handling Codes: C - Check with Order - H - Hold for Pickup, Hold for: Andy Fletcher.
 - b. Vehicles over one ton will need to be ordered from the vendors. See below:

Motor Vehicle Acquisition Revolving Fund	2017 Vehicles - 41,42,45,46,57,60,61	ST160001/A
Motor Vehicle Acquisition Revolving Fund	2017 Vehicles - 5,10,12,13,14,15,17,18,20,38,43,44,55,56	ST160001/B
Motor Vehicle Acquisition Revolving Fund	2017 Vehicles - 36,37	ST160001/C
Motor Vehicle Acquisition Revolving Fund	2017 Vehicles - 8,19,29	ST160001/D
North Point Ford	2017 Vehicles - 23, 24, 26, 27	ST160001/E
Motor Vehicle Acquisition Revolving Fund	2017 Vehicles - 7,48,52	ST160001/F
Steve Landers Chrysler Dodge Jeep	2017 Vehicles - 22	ST160001/G
Motor Vehicle Acquisition Revolving Fund	2017 Vehicles - 2,3,4,11,32,47,58,59	ST160001/H

3. Enter one line for the vehicle, using the 3 letter alpha code and description of the vehicle. Enter one line for each option using the two letter alpha code and description. Delete any FREIGHT or TAX.
4. Fleet Vehicles must have a white exterior.
5. When the requisition is approved through the target chain in BASIS, write the requisition number in the upper right hand corner of the MV-6 request form and forward to me.
6. At that point, I enter the request into the DFA SAVA vehicle request system and send that to Little Rock for approval. Usually takes a week or so, unless there is pushback on the upgrade.

If you need further assistance, feel free to reach out to:

Andy Fletcher
 Fleet Manager
 Business Services
 Phone: 479-575-6761
 E-mail: andyf@uark.edu

MV-6

STATE VEHICLE REQUEST

AGENCY CODE: _____ NAME OF AGENCY _____

MAILING ADDRESS _____

The Office of Administrative Services will purchase all vehicles where the Requested type and requesting Agency are covered by Act 493 of 1983. Vehicles not Covered by Act 493 will be ordered by the ordering agency. For each vehicle Requested, (including leased vehicles, those being obtained from Marketing & Redistribution, and Federal Surplus Property), a separate form must be submitted.

1 TYPE OF REQUEST: Replacement(____) OR Addition To The Fleet (____)

2 VEHICLE REQUESTED: (COMPLETE EITHER A OR B)

A. Type from State Contract (____) Options (_____)

NOTE: Either Type and Options from the State Contract, i.e., Type AA = Subcompact, 2-DR. Hatchback Sedan, Option B = Automatic Transmission.

B. Other (Non-Contract) (Describe vehicle and include number of cylinders):

3. VEHICLE TO BE TURNED IN TO M & R (Within 30 days of receipt of new vehicle):

Year/Make/Model (_____)

Vin. No. (_____) License No. (_____) Mileage (_____)

NOTE: Substitutions for vehicles scheduled for replacement will not be made without prior approval from DFA-Office of Administrative Services.

MV-2 Forms covering at least the past twelve months must be attached.

4. JUSTIFICATION: _____

Departmental/Division Approval _____ Date _____

Vice Chancellor, Finance & Administration _____ Date _____

Chancellor's Approval _____ Date _____

Dept. of Finance & Administration Approval _____ Date _____

Request Number (____) (____-____) -(____) [To be completed by DFA -Admin. Svs.]