

## How to Purchase State Vehicles Using State Vehicle Contracts

1. Complete the [MV-6](#) attached.
  - AGENCY CODE: 135
  - NAME OF AGENCY: University of Arkansas
  - MAILING ADDRESS: This should be the desired delivery address for the vehicle.
  - TYPES OF REQUEST: Choose Replacement or Addition
  - VEHICLES REQUESTED
    - Type from State Contract: Three-letter alpha code from Vehicle Specs & Pricing
    - Options: Two-letter alpha code(s) from Vehicle Specs & Pricing
2. Enter the requisition in to BASIS using the regular RE type.
  - Vendor:
    - Vehicles less than 1 ton: Motor Vehicle Acquisition Revolving Fund  
(PO Box 2485, Little Rock, AR 72203)
    - Vehicles one ton or greater: Dealership  
(Dealership Address)  
*See next page for details to match the Item # from the [Vehicle Specifications and Pricing](#) sheet to the appropriate vendor and address.*
  - Handling Codes: C H
  - Hold For: Kallie Tanner
  - DESC: Three-letter alpha code and description of vehicle  
E.g. ADA 4-dr Mid-Size Sedan: Ford Fusion
  - Enter one line for each option you are adding. Use the two-letter alpha code and description.
  - Delete any FREIGHT, TAX, or TOLERANCE. The requisition should be for the exact amount.
  - Fleet vehicles must have a white exterior.
3. 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 then email it to me.
4. I will enter the request into the DFA State Agency Vehicle Application (SAVA) system and send that to Little Rock for approval. Review by the DFA usually takes a week or so, unless there is pushback on the upgrade.

For further assistance, contact:  
Kallie Tanner, Fleet Manager  
(479)575-8481  
[kmtanner@uark.edu](mailto:kmtanner@uark.edu)

<b>Vendor:</b>	<b>Address:</b>	<b>Awarded Item #s:</b>
Bale Chevrolet	13101 Chenal Pkwy. Little Rock, AR 72211	34,35,41,42,45,46 57,60,61,62
Cavanaugh Dodge Jeep	113 E. Main St. Walnut Ridge, AR 72476	40
Crain Ford of Little Rock	4601 Colonel Glenn Dr. Little Rock, AR 72210	31,51
Landers Dodge Jeep	PO Box. 1649 Benton, AR 72018	5,9,10,12,13,14,15,17 18,20,25,28,38,39,43,44 55,56,63,64
Landers Ford	PO Box. 1649 Benton, AR 72018	36,37
Magie Ford	PO Box 843 Morrilton, AR 72110	8,19,29
Mark McLarty Ford	4400 Landers Rd. N. Little Rock, AR 72117	2,3,4,11,16,23,24,26,27 32,47,58,59
McLarty Nissan	1 Colonel Glenn Dr. Little Rock, AR 72210	1,6,50,53
Steve Landers Toyota	10825 Colonel Glenn Dr. Little Rock, AR 72204	7,48,52
Steve Landers Dodge	401 Colonel Glenn Plaza Little Rock, AR 72210	22
Superior Auto Group	504 Hwy. 412 E Siloam Springs, AR 72761	21,30,33,49

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.]