**STEPS TO ORDER A VEHICLE FROM MANDATORY STATE VEHICLE CONTRACT**

**REFERENCES**

**Fleet Manager**

Ellen Ferguson**,** **ellenf@uark.edu**

**Vehicle Request Form**

[**https://procurement.uark.edu/Vehicle\_Request\_Form.pdf**](https://procurement.uark.edu/Vehicle_Request_Form.pdf)

**Surplus Warehouse**

[**https://financial-affairs.uark.edu/surplus-warehouse.aspx**](https://financial-affairs.uark.edu/surplus-warehouse.aspx)

**Vehicle Website**

[**https://procurement.uark.edu/vehicles.php**](https://procurement.uark.edu/vehicles.php)

**How to Enter Requisition in WorkDay for License & Title** [**https://procurement.uark.edu/Vehicle\_License\_Title\_Instructions\_WorkDay.docx**](https://procurement.uark.edu/Vehicle_License_Title_Instructions_WorkDay.docx)

**WEX Fuel Card**

[**https://procurement.uark.edu/e-procurement/fuel-card.php**](https://procurement.uark.edu/e-procurement/fuel-card.php)