**WORKDAY INSTRUCTIONS**

**VEHICLE LICENSE AND TITLE REQUISITIONS**

**Create Requisition**

 Type: Hold and Call

 Item Description: License & Title OR License Renewal

 Spend Category: SC0070 Vehicle License & Title Fees

 Supplier: SPL-00000887

 State of Arkansas Dept of Finance

 For License **RENEWAL**:

 Vehicle Registration, Special Tags Unit

 PO Box 1272

 Little Rock, AR 72203

 For **NEW** Vehicle License & Title:

 Office of Administration Services Vehicle Fleet Management

 1515 W 7th Street, Suite 700

 Little Rock, AR 72201

 Quantity: 1

 Unit Cost: Enter total cost including postage; don’t separate postage as freight

 Unit of Measure: Each

Memo: License & Title OR License Renewal for [Describe the vehicle, ex: #1PS, 2020 Ford

Explorer, VIN 0000]\*

Memo to Suppliers: Same as entry for Memo above\*

Internal Memo: Hold check for Ellen Ferguson, 575-5314 (**ONLY if a new vehicle**)

 Hold check for (Someone in your department) for license renewal.

**Attach copies of the following:**

 License & Title New Vehicle: Certificate of Origin, Dealer Invoice, Odometer Statement

 **Send originals to Ellen Ferguson, ADMN 321**

 License Renewal: Renewal Notice

 Originals not needed

 **NOTE: Most renewals can be done online with pcard**.