**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**.