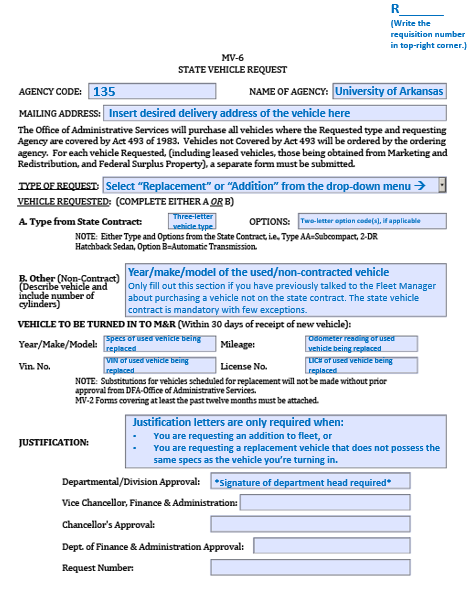
**How to Purchase State Vehicles Using State Vehicle Contracts**

1. Select a vehicle from the FY 2018 [state vehicle contract](file:///\\gizmo.uark.edu\avcb\Purchase\Kallie's%20Folder\Fleet%20Management\FY18ContractAtAGlance.pdf). To view options and more detailed information about the specs on a particular vehicle type, look at the [Specifications and Pricing spreadsheet.](file:///\\gizmo.uark.edu\avcb\Purchase\Kallie's%20Folder\Fleet%20Management\FY2018OfficialVehicleSpecificationsPricing.xlsx)
2. Complete the a [MV-6](file:///\\gizmo.uark.edu\avcb\Purchase\Fleet\MV-6\Vehicle%20_State_Request_MV-6.pdf) (Agriculture departments: use [this link](file:///\\gizmo.uark.edu\avcb\Purchase\Fleet\MV-6\Vehicle%20_State_Request_MV-6_Agri.pdf) instead).   
   Use the image and text below as a guide for filling out the MV-6.

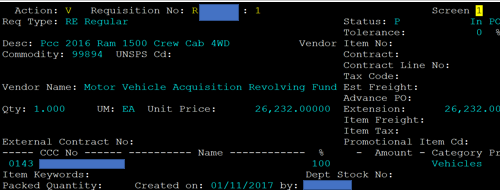
****

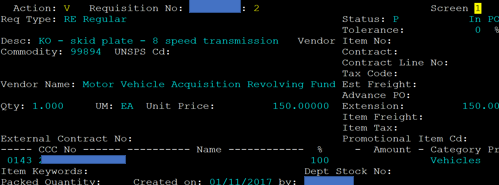
1. Enter the requisition in BASIS/UPS using the regular RE type.

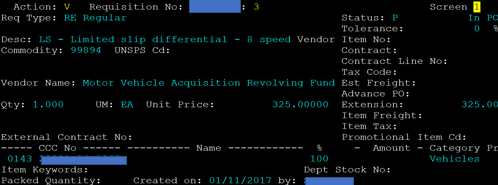
|  |  |  |
| --- | --- | --- |
|  | **Less than 1 Ton** | **1 Ton or greater** |
| **Vendor** | Motor Vehicle Acquisition Revolving Fund  PO Box 2485 Little Rock, AR 72203) | Dealership  Dealership Address  *See Item # column and Contractor column on page 4 or  Go to* [*State Vehicle Contract Awards Summary*](https://www.dfa.arkansas.gov/images/uploads/stateContracts/sp180049ContractorAwardSummary.pdf) *for details to match the Item # from the* [*Specifications and Pricing spreadsheet*](file:///\\gizmo.uark.edu\avcb\Purchase\Kallie's%20Folder\Fleet%20Management\FY2018OfficialVehicleSpecificationsPricing.xlsx)  *to the appropriate vendor and address.* |
| **Handling Codes** | C, H | P |
| **Hold For** | Karen Walls | (Leave blank) |
| **Description** | Three-letter vehicle type/alpha code with description of the vehicle  *E.g. ADA 4-dr Mid-Size Sedan: Ford Fusion* | |

* The vehicle type should be line 1, and if you are adding any options, enter one line for each option starting with line 2.
* Delete any FREIGHT, TAX, or TOLERANCE. The requisition should be for the exact amount.
* Fleet vehicles must have a white exterior.

Example:







1. When the requisition is approved through the target chain in your department in BASIS, write the requisition number in the upper right-hand corner of the MV-6 request form and then email it to me.
2. 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 and a justification letter is needed.

*For further assistance, contact:   
Karen Walls, Fleet Manager*

*(479)575-6400*[*kwalls@uark.edu*](mailto:kmtanner@uark.edu)

[**2018 Contract At-A-Glance**](https://www.dfa.arkansas.gov/images/uploads/stateContracts/sp180049ContractAtAGlance.pdf)

