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

1. Select a vehicle from the FY 2018 [state vehicle contract](file:///%5C%5Cgizmo.uark.edu%5Cavcb%5CPurchase%5CKallie%27s%20Folder%5CFleet%20Management%5CFY18ContractAtAGlance.pdf). To view options and more detailed information about the specs on a particular vehicle type, look at the [Specifications and Pricing spreadsheet.](file:///%5C%5Cgizmo.uark.edu%5Cavcb%5CPurchase%5CKallie%27s%20Folder%5CFleet%20Management%5CFY2018OfficialVehicleSpecificationsPricing.xlsx)
2. Complete the a [MV-6](file:///%5C%5Cgizmo.uark.edu%5Cavcb%5CPurchase%5CFleet%5CMV-6%5CVehicle%20_State_Request_MV-6.pdf) (Agriculture departments: use [this link](file:///%5C%5Cgizmo.uark.edu%5Cavcb%5CPurchase%5CFleet%5CMV-6%5CVehicle%20_State_Request_MV-6_Agri.pdf) instead).
Use the image and text below as a guide for filling out the MV-6.

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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 2485Little Rock, AR 72203) | DealershipDealership 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:///%5C%5Cgizmo.uark.edu%5Cavcb%5CPurchase%5CKallie%27s%20Folder%5CFleet%20Management%5CFY2018OfficialVehicleSpecificationsPricing.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*

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





