

UC ANR Vehicle Purchase Timeline

Who	REC DIRECTOR/CENTER	FLEET MANAGER REVIEW	CENTER DIRECTOR/BUSINESS OFFICER	UCD PURCHASING	DEALER	CENTER
What	<p>1. Utilizing general vehicle specifications from ANR Fleet Manager and the State Contract, obtain quotes from vendors.</p> <p>2. Complete Vehicle Request and Approval form including Center Director Signature.</p> <p>3. Email form and quotes to Brian Oatman (baotman@ucanr.edu). Brian will review for compliance with University and State vehicle purchasing requirements.</p>	<p>1. Review quotes to ensure compliance with State, University specifications.</p> <p>2. Notify Center if changes need to be made.</p> <p>3. Once finalized sign the Vehicle Request Approval form and forward to Joan Warren for Associate Director signature. Joan Warren will return signed form to Center Director.</p>	<p>1. Confirm quote and vehicle availability with dealer.</p> <p>2. Initiate and submit Purchase requisition. Upload the following documents: Specifications, quotes, and Approval form with all signatures.</p> <p>3. Provide document number to Fleet Manager for review and confirmation and approval by UCD Fleet Services if necessary.</p>	<p>1. Place order for vehicle.</p> <p><i>Note: ANR uses UCD purchasing system, which routes all vehicle requisitions to UCD Fleet Services for approval. UCD Fleet Manager may contact Brian to confirm ANR approval.</i></p>	<p>1. Receive Purchase Order from UCD.</p> <p><i>Note: Delivery depends on vehicle availability. Vehicles may take longer to obtain during the spring and summer due to manufacturing schedules. Vehicle may be immediately available from dealer lot, or it may need to be ordered from the manufacturer and delivered to the dealer.</i></p>	<p>1. Obtain vehicle license from DMV.</p> <p><i>Note: Delays may occur to DMV.</i></p>
Time	Start	5 Days	10 Days	10 Days	10 - 90 Days	30 Days

ANR Fleet Manager
REC
Dealer
UCD Purchasing