

Vehicle Review Committee Process

Charge of Committee

The charge of the Vehicle Review Committee (VRC) is to review and approve vehicle acquisition and disposal to assure that they meet the standards as identified. The committee will work closely with Transportation to establish and update the standards based on campus needs.

A VRC request must be submitted through the Procurement Oracle requisition process at least four weeks before the desired purchase date. The VRC will use the following criteria to approve or deny the request:

1. The vehicle is economical and efficient in terms of cost, fuel efficiency and sustainability according to the University's sustainability goals and vehicle standards.
2. The department has the immediate funds to purchase the vehicle.
3. The department understands and agrees to the university policy regarding vehicle maintenance, fuel and associated costs.
4. If a new vehicle request, all other transportation alternatives have been explored regarding vehicle use options.
5. The vehicle must comply with any and all vehicle standards set by the Facilities Management Transportation Department.
6. There must be a parking space for the vehicle. If there is not an existing available space, the department must contact Parking Services to identify a space prior to purchase.

If a vehicle request is denied by the VRC, the department may request an in-person meeting with the VRC to discuss the decision. A majority vote by the VRC is final.

If a vehicle request is approved, the purchase must be made within nine months from the approval date. If purchase is delayed, a new request must be made.

VRC Committee Members

Co-Chair, Director of Procurement Services

Co-Chair, FM Director of Budget and Administrative Services

Director of Sustainability

Business Director, Auxiliary Services

Asst. Director of Athletics Facilities and Operations

Lab Manager Shiley Center for Science and Technology

Required Approvers

Manager of Transportation

Procurement

Budget Manager/Director of requesting department

Department Head of requesting department

Dean (for academic/school requests)

Vice President