FAP 111-20-00
VEHICLE PURCHASES

1. Except for agencies exempted by Kentucky Revised Statute or Kentucky Administrative Regulation, passenger vehicles shall be purchased by the Finance and Administration Cabinet, Office of Material and Procurement Services or by the Transportation Cabinet for the discharge of the authorized duties and functions of the various agencies of the state. Passenger vehicles shall include vehicles with a weight rating of 3/4 ton or less such as cars, sport utility vehicles, trucks, and vans. State-purchased vehicles shall be used for official purposes only.

2. The assignment of a passenger motor vehicle to a specific individual shall be discouraged, but may be made upon approval by the secretary of the Finance and Administration Cabinet. The head of the requesting agency shall submit a written request for the assignment to the secretary of the Finance and Administration Cabinet. The request shall explain why the assignment is necessary and, if the vehicle is to be parked at a private residence, include sufficient justification.

3. Passenger vehicles shall be delivered to the Transportation Cabinet where licensing, identification and other required markings shall be performed.

4. State agencies shall create a Catalog Delivery Order, if the vehicle is available in the electronic catalog in the state's procurement system. If the vehicle is not in the electronic catalog, the state agency shall electronically submit Purchase Requests for passenger vehicles under the control of the Transportation Cabinet, Division of Fleet Management in the state's procurement system for review and approval by the director of Division of Fleet Management. The request shall include the following:

    a. Name of the requesting agency;

    b. Description of the requested vehicle;

    c. Intended use of the vehicle;

    d. Number of vehicles requested;

    e. Estimated annual vehicle mileage;

    f. If the vehicle is a replacement or a program expansion;

    g. Source of funds for the purchase;

    h. If funding for the vehicle was approved in the budget;

    i. If the vehicle will be assigned to a motor pool, and if not, an explanation of its planned uses; and

    j. The name, address, telephone number, and signature of the person in the agency authorized to request the purchase.

5. Purchase Requests for passenger vehicles that are to be owned by or assigned to the agency and are not part of the fleet require prior approval by the requesting cabinet secretary, the Transportation Cabinet's director of Fleet Management, and the secretary of the Finance and Administration Cabinet.

6. Exempted agencies that are permitted by statute or administrative regulation to purchase vehicles are required to submit an annual inventory report to the Transportation Cabinet. Exempted agencies shall purchase motor vehicles from contracts established by the Finance and Administration Cabinet, Office of Material and Procurement Services, and shall create orders in the state's procurement system.

7. State agencies purchasing non-passenger vehicles not on a contract established by the Finance and Administration Cabinet, Office of Material and Procurement Services, shall create Purchase Requests in the state's procurement system and submit the Purchase Request to the Office of Material and Procurement Services for solicitation of bids to establish a contract.

8. An agency shall not lease a motor vehicle from a private individual or business without prior written approval of the secretary of the Finance and Administration Cabinet.