

**FAP 111-20-00**  
**VEHICLE PURCHASES**

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1. Except for agencies exempted by KRS 44.045 and 200 KAR 40:020, passenger vehicles shall be purchased by OPS 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. **Vehicle Purchases:**
  - a. If the vehicle is available in the Master Agreement (MA) in the state's eProcurement system, the state agency shall initiate a Delivery Order (DO).
  - b. If the vehicle is not in the MA, the state agency shall electronically submit a Requisition (RQS) for the passenger motor vehicles under the control of the FAC's, Division of Fleet Management in the state's eProcurement system for review and approval by the director of the Division of Fleet Management. The request shall include the following:
    1. Name of the requesting agency;
    2. Description of the requested vehicle;
    3. Intended use of the vehicle;
    4. Number of vehicles requested;
    5. Estimated annual vehicle mileage;
    6. If the vehicle is a replacement or a program expansion (if the vehicle is a program expansion, prior written approval of the secretary of the FAC, or designee, is required.);
    7. Source of funds for the purchase;
    8. If funding for the vehicle was approved in the budget;
    9. If the vehicle will be assigned to a motor pool and, if not, an explanation of its planned uses; and
    10. The name, address, telephone number and signature of the person in the agency authorized to request the purchase.
3. State agencies purchasing non-passenger vehicles not on a contract established by OPS shall create a Requisition in the state's eProcurement system and submit the RQS to OPS for the Solicitation of bids to establish a contract.
4. Passenger vehicles shall be delivered to the Division of Fleet Management, where licensing, identification and other required markings shall be performed. The FAC may recover the actual costs for licensing, identification and other required markings from the agencies that own or assign vehicles outside of the fleet owned and managed by the Division of Fleet Management.
5. The assignment of a passenger motor vehicle to a specific individual shall be discouraged, but may be made upon prior written approval by the secretary of the FAC. The head of the requesting agency shall submit a written request for the assignment to the secretary of the FAC. The request shall explain why the assignment is necessary and, if the vehicle is to be parked at a private residence, include sufficient justification.
6. Unless authority is otherwise delegated by the secretary of the FAC, RQs 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 or agency head, the director of Fleet Management and the secretary of the FAC or designee.

7. An agency shall not lease a motor vehicle from a private individual or business without prior written approval of the secretary of the FAC, unless the lease is with a private individual or business under a contract established by OPS.
8. Exempted agencies that are permitted by statute or administrative regulation to purchase vehicles are required to submit an annual inventory report to the FAC, pursuant to 200 KAR 40:020 Section 3(2). Exempted agencies shall purchase motor vehicles from MAs established by OPS and shall create DOs in the state's eProcurement system.

Relates to: KRS 44.045; 200 KAR 40:010; 200 KAR 40:020