# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

# FLEET OPERATIONS

**PROCEDURES FOR PURCHASING REPAIR PARTS FOR UNIVERSITY-OWNED MOTOR VEHICLES**

**PROCEDURE #F&P-4830-06**

# PURPOSE

To establish an organized, consistent policy that will account for a proper audit trail for parts procured for and used on University-owned vehicles.

# POLICY

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| A. | A purchase order number shall be assigned to each parts vender at the time of the first purchase of the month. This order number is limited to this vendor only and shall terminate at the end of each month. A new purchase order number must be assigned to each vendor at the first purchase of the new month and so on. |
| B. | Upon receiving such parts, the Automotive Supervisor or a designee authorized by the Automotive Supervisor shall obtain an invoice from the vendor. On this invoice, in addition to the part or item, quantity and price shall be the signature of the person picking up the items, the date, and the year, make, model and equipment number of the vehicle on which the part is to be installed. |
| C. | The part name, date of installation and cost shall be written on the work order and recorded on the vehicle file when the part is installed. |
| D. | At the end of each month a confirming APR carrying that purchase order number shall be prepared for each vendor from whom parts or items were obtained. On this APR shall be written the complete information from each invoice along with the invoice number. |
| E. | The APR along with the invoices shall be forwarded, after signed approval by the appropriate supervisor and the Director of Facilities, Planning and Environmental Safety, to the Director of Purchasing for appropriate processing. |
| F. | In no case shall the total purchases for one vendor on one purchase order number  exceed the amount to be set by the Director of Purchasing. That amount as of August 1, 1989 is $1,500.00. |