

How to Purchase a New State Vehicle

Key Contacts:

Clemson University Fleet Manager (FM) -Shelly Hackett
220 Service Drive
Clemson, SC 29634
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State Fleet Management (SFM) -Troy Marshall

The SC Department of Administration
1447 Boston Avenue
West Columbia, SC 29170
(803) 896-3849 office | (803) 223-4239 cell

How to Purchase a New State Vehicle

- Start by looking up the [vehicle contracts](#) provided by State Fleet Management (SFM).
***Note the Vehicle Replacement Criteria and the Cut-off Date for ordering your specific vehicle**
 - Scroll to the bottom of the page for the different vehicle types. When deciding your vehicle, please take note of the After Receipt of Order or ARO on the vehicle as to get an idea of how long it will take for your vehicle to be delivered. The date will start once the PO is issued, not when the request is filled out.
- Once you have decided on the vehicle that best suits your needs, you will need to enter this request into the [Procurement and Business Services buyWays system](#):
 - Make sure the purchase is done on the Vehicle/Trailer Purchase Form (look for its orange truck icon, near the bottom of the buyWays landing page), not the Direct Purchase Form.
- If you're adding a Vehicle to your organization, a justification letter will be required as to why your department is in need of this vehicle (new hire, dept. mission/services change, how it will be used, approximate yearly miles, etc.)
- When turning in a vehicle to purchase a new one, the old and new vehicles must match in size. If you would like to go larger (car to minivan, SUV, truck), you will also need to provide a justification for why you need a larger vehicle. If you are going smaller, no justification is needed. You will need to turn-in the vehicle, if drivable, once your new vehicle is picked up at State Fleet. The Fleet Manager will need pictures of the vehicle along with a contact name, address, and phone number at the location of the vehicle (if not sold at the Motor Pool location).
- You will need to download the [State's Request to Purchase, Dispose or Retain State-Owned Vehicles Form](#) (Formerly 6-77) to your desktop. You will need to attach a copy of it to the buyWays Vehicle/Trailer Form. Also, attach the justification letter or other forms that will apply to this vehicle request. If a vehicle is being turned in for this request the Fleet Manager (Shelly Hackett) will need the tag number and the mileage of the turn-in vehicle.
- Once the requisition is received by the University Fleet Manager;
 - it will be checked over to make sure totals and all other information are correct.
 - it will be forwarded to Mike Nebesky (Director, Procurement & Business Services) for his approval.
 - it will be sent to State Fleet Management for the final approval/denial.

- Once the purchase is approved by SFM, the University Fleet Manager approves the requisition in buyWays and a Purchase order is issued. It will then be sent back to SFM to be sent to the vehicle dealer/supplier.
- When your vehicle has been completed by the dealer, it will be sent to the receiving lot in Columbia, a notice will be sent to the University Fleet Manager that the vehicle is ready to be picked up. The University Fleet Manager will then forward a copy to the purchasing department with instructions to contact Troy Marshall at SFM to schedule a date and time to pick up the vehicle.

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Leaving to Pick Up Your Vehicle

- Before leaving to receive your vehicle contact Risk Management (riskmanagement@clermson.edu) to get your vehicle insured. If possible, you will want to make sure the employees going to pick up the vehicle have a credit card for fuel. ***P-Cards cannot be used to purchase fuel.**
- The vehicle's tag and credit card will be mailed to the Fleet Manager. Once it has been entered into the University's system, the department will be contacted. It will either be mailed to the department, or they have the choice to pick it up. If your department turned a vehicle in to make this purchase, your turn-in vehicle will need to be (if able) brought to the Motor Pool (220 Service Drive Clemson, SC 29634) so that it can be sold. Depending on the condition of the turn-in vehicle, the Fleet Manager has the authority to either sell the vehicle or offer it up to another department. If the vehicle is not in driving condition, it can be sold from its parked location.

Vehicle Turn-In

- If unable to drive, the Fleet Manager will need pictures of the vehicle, odometer reading, along with a contact name, address, and phone number at the location of the vehicle.
- Please remove all CU and/or SC Government materials, tools and equipment from the turn-in vehicle. Also, ensure any window decals/stickers and body signage/labels have been removed from the vehicle.