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## UNIVERSITY FACILITIES MANAGEMENT FLEET SERVICES

### Equipment, Vehicle and Vessel Acquisition Policy

8-1-14

#### **Policy Purpose**

To ensure efficient and consistent oversight of the acquisition, transfer and disposal of university owned or controlled equipment, vehicles and vessels for all campuses of Kent State University.

#### **Definitions**

Vehicle:	Refers to a university owned, leased or otherwise controlled licensed motor vehicle.
Vessel:	Refers to a university owned, leased or otherwise controlled watercraft, boat or vessel.
Equipment:	Refers to a university owned, leased or otherwise controlled mobile (rolling stock) tangible property used for conducting operations or business (trailers, carts, mowers, sweepers, forklifts, etc.).
Item:	Refers to a vehicle, vessel, or the equipment.
Unit:	Refers to a vehicle, vessel, or the equipment.
Outright Purchase:	Refers to an acquisition for which the university department directly pays for the entire amount of the item in one transaction.
Internal Lease:	Refers to an acquisition for which a department enters into an agreement with internal funding source which would allow the department to directly acquire the item and make scheduled payments to the funding source per the internal lease agreement.
External Lease:	Refers to contract between Kent State University and a vendor, with the vendor granting use of a piece of property (equipment, vehicle, and vessel) during a specified period of time, for a specified price, and possible other stipulations.
Inter-Departmental Transfer:	Refers to the transfer of ownership of an item from one university department to another university department. This transfer may involve agreed upon inter-departmental charges.
Gratis:	Refers to an agreement between Kent State University and a vendor that provides goods or services without monetary compensation. Generally these agreements include a trade off of goods or services such as advertising rights, and also include specific stipulations covering the use of the goods or services.
Donations/Donate:	Refers to a gift given by physical or legal persons or entities typically for charitable purposes and/or to benefit a cause. Some donations may require certain stipulations be followed.
Sell:	Refers to an agreement to transfer goods or services in exchange for money. This would include a sale for: scrap value, parts, recycling, etc.

Discard:	Refers to getting rid of, or throwing away an item of no perceived substantial value. Normally done by placing in a trash, recycle or scrap metal bin.
Trade-in:	Refers to an item of property that is given in part payment for a new or different item of property.

### **Policy References**

3342-5-12.3	Administrative Policy regarding purchasing, sales and disposal of property and inventory control
3342-5-12.5	Administrative Policy regarding assignment of automobiles

### **Standards**

Fleet Services equipment, vehicle and vessel acquisition policy's focus will be on efficiently acquiring these items while assuring they meet current sustainability and green initiatives.

### **Responsibilities**

Initiating Department: Responsible for adhering to the intent of this policy for all related acquisitions and exceptions set forth within.

Initiating Department Vice-President: Responsible for division approval of related acquisitions.

Departments working in coordination with Fleet Services: Responsible for adhering to the intent of this policy for all related acquisitions and exceptions set forth within.

Procurement Department: Responsible for coordination and execution of all related bid documents, purchase orders, leases and sales.

Fleet Services: Responsible for executing this policy and for all related acquisitions and to ensure overall compliance.

Associate Vice President for Facilities Planning and Operations: Responsible for intermediate approval of all related acquisitions.

Vice-President of Business & Finance: Responsible for final approval of all related acquisitions.

### **Documentation and Compliance**

Fleet Services oversees titling, registration, certificate of origins, licenses, emission testing and fleet reporting for all campuses.

(Titles and Certificate of Origins are currently held at the office of Treasury, Tax & Risk Management)

### **Acquisition Types**

Outright Purchase

Internal Lease  
External Lease  
Inter-Departmental Transfer  
Gratis  
Donation

## **Acquisition Procedures**

### All Acquisition Types;

- 1) The initiating department will contact Fleet Services to review their needs.
- 2) Upon the decision to move forward with the request, the initiating department will initiate an Equipment, Vehicle & Vessel Acquisition Electronic Workflow.
- 3) Fleet Services will review, then forward the workflow for proper approval. (Note: Orders will not be placed and deliveries cannot be made prior to the final approval)
- 4) Upon the final approval of the EVV Workflow, Fleet Services will acquire the item in compliance with established university procedures in coordination with the Procurement department.
- 5) Upon receipt of the requested item, Fleet Services will prep the item, process all documentation and notify all pertinent departments of the items disposition before it is officially turned over to the initiating department.
- 6) Fleet Services will manage documentation, compliance, inventory, reporting and maintenance (Kent Campus only) of the unit over its lifetime.

### Exceptions

- 1) Department's having approved Gratis agreements between Kent State University and a vendor, may execute acquisitions per agreement in close coordination with Fleet Services. Fleet Services will manage inventory and reporting of the unit over its lifetime. The university department or vendor will manage documentation, compliance and maintenance per agreement. All new and updated Gratis agreements shall be furnished to Fleet Services.
- 2) The Procurement department will manage Internal and External Lease aspects such as execution, documentation and payments in coordination with Fleet Services.

## **Disposal Procedures**

### Disposal Types

Sell  
Scrap  
Donation  
Trade-in

### Disposal Procedures

- 1) The initiating department will contact Fleet Services to review the disposition of the item in question.
- 2) Upon the decision to move forward with the request, the initiating department will complete an Equipment, Vehicle & Vessel Disposal Form and returned to Fleet Services.
- 3) Fleet Services will review for approval.
- 4) Upon approval, Fleet Services will coordinate the drop-off location, date and time.
- 5) Upon receipt of the item, Fleet Services will inspect and dispose of in accordance with established university procedures and in coordination with the Procurement department.

Note: Donations to entities outside of Kent State University will only be considered when working in coordination with the Procurement department to fulfill university policy.