

## **VEHICLE ORDER PROCESS**

**For**  
**STATE AGENCIES**

- I) Agency determines need for new vehicle(s). Agency researches available vehicles on State Contract, including available options on the vehicle contract website: <http://fleet.la.gov>
- II) Agency submits vehicle acquisition packet to LPAA, including the following information:
  - A) If not purchasing bi-fuel vehicles provide a request to waive R.S. 39:364 for all vehicles new and used.
  - B) For all vehicle purchases, Agency must provide justification and an explanation for each vehicle requested. Justification for purchase must include at a minimum:
    - 1) Confirm use of vehicle needed (i.e. law enforcement, etc.);
    - 2) Explain the critical nature of the need for the particular vehicle;
    - 3) Include the number of vehicles in your current fleet and explain why the need cannot be satisfied from your existing fleet;
    - 4) Intended use, whether the vehicle will be used primarily for inter-city or intra-city travel;
    - 5) Number of expected occupants;
    - 6) Anticipated annual mileage and;
    - 7) A completed vehicle order sheet for vehicles on contract. A link to the order sheet for each vehicle can be found on the vehicle's information sheet located on the vehicle contract website.
    - 8) Justification for options and any special equipment or other features beyond those available in the base contract package.
    - 9) If requested vehicle is not available on contract, provide justification to use the bid process, including why no vehicle on contract will suit the agency's need.
    - 10) Agency Head or equivalent Approval.
  - C) If using a trade in for purchase of vehicles, identify the asset numbers that will be surplused by completing a DA – 121 Vehicle Condition Report Form, the form must reflect the true condition of the vehicle and estimated repair cost.
  - D) A completed Alt-Fuel Form for new vehicles request.
  - E) Funding source (self-generated, donation, statutory dedication, federal, etc.).
- III) Agency receives approval for vehicle acquisition from LPAA.
- IV) Agency submits order to OSP
  - A) For **LaGov Agencies**, agency submits a shopping cart for the approved vehicle(s). Agencies using Doc Tracking must check the vehicle box and enter the LPAA Approval

Number under the Agency tab before submitting. Non Doc Tracking Agencies are to submit a ProAct. See Vehicle Order Instructions for complete details.

- B) **Non-LaGov Agencies**, agency submits a ProAct record, attaching an internal purchase order or requisition and the LPAA approval packet to the ProAct record. Contact OSP if you are not currently enrolled in ProAct. OSP will create a purchase order based on the internal purchase order or requisition submitted.
- V) OSP orders vehicle(s) on behalf of State Agency and emails copy of purchase order to Dealer, LPAA, and Agency.
- VI) Dealer delivers vehicle(s) to LPAA and mails a copy of the invoice to the Agency's Bill-To address stated on the order.
  - A) LPAA inspects vehicle to ensure compliance with order specifications. Upon acceptance, LPAA receives the vehicle in LaGov and notifies the agency that the vehicle has been received and is ready for pickup.
  - B) Agency initiates payment process.
- VII) Agency picks up vehicle from LPAA.
  - A) Agency must present proof that payment has been processed to LPAA prior to LPAA release of the vehicle.
  - B) Agency must furnish vehicle decals to LPAA. LPAA will apply decals to the vehicle(s) prior to release.
  - C) The original invoice, certificate of origin and odometer statement will be delivered to Agency at pickup. These original documents must be presented by the Agency to the Office of Motor Vehicles for vehicle titling and registration purposes.
  - D) Payments must be made within 30 days; otherwise, the Dealer has the right to repossess the vehicle from LPAA without recourse by the Agency.