



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-506

<b>Section</b> EXCEPTIONS, WAIVERS AND SPECIAL HANDLING	<b>Effective</b> 9/16/19	<b>Replaces</b> PRO-D-16 10-01-88
<b>Title</b> MOTOR VEHICLE POLICY; STATE-OWNED, PROCUREMENT AND RENTAL		<b>Page</b> 1 of 4

**SCOPE:** The purpose of this policy is to establish preference for use of state-owned vehicles, and the standard purchasing procedures related to the procurement or rental of motor vehicles.

**POLICY:** A motor vehicle is any automobile, truck, motor bus, or any self-propelled or motor-driven vehicle operated on a public highway [MVD 194.01(01)], and aircraft and inboard motor-powered boats.

A general-purpose vehicle is an automobile, fuel efficient sedan, used for general travel and passenger transportation.

### State Vehicle Utilization

The state owns pool (general purpose assigned to a pool, used on request basis) and work (specific function such as special carrying capacity, law enforcement, truck and bus) vehicles. Agencies with a business need to use a vehicle will first determine if state-owned vehicles will meet the need of their specific program or employee(s).

When it is in their best interests to do so, an agency may obtain use of a non-state vehicle under the procedures prescribed herein. Examples include:

- A state-owned vehicle is not available
- Funds are unavailable for purchasing a vehicle
- Federal funds are used that specifically prohibit purchasing a vehicle
- The length of use and/or cost does not justify purchasing a vehicle

### Vehicle Lease and Rental

A vehicle lease is a contract between an agency and a vendor to provide a vehicle for a period of 30 consecutive days or more. A vehicle rental means a rental of 29 days or less that is covered by the state's current contract for



#### Legal Authority

Wis. Stats. 16.003(1); 16.04; 16.71(1); 16.72(2); 20.915(1)  
Agencies Affected: All, unless otherwise noted

Authorized:  
Sara Redford, Director  
State Bureau of Procurement



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leasing or renting vehicles. Agencies will comply with the procedures in PRO-414, Lease and Rental Agreements, and observe the best interests of the state and sound procurement practices. All applicable procurement policies apply to a lease or rental as they do to a purchase.

**PROCEDURE:**

- I. Vehicle Procurements
  - A. The State Bureau of Procurement (Bureau) develops and updates standard specifications each model year using current information received from manufacturers and reviews the specifications with standards committees. See PRO-203, Standards and Specification Development Committees.
  - B. Standard specifications for general purpose vehicles must meet fuel economy standards required of automobile manufacturers by the federal government at the time of procurement. Law enforcement vehicles and work vehicles are exempt from the mileage requirement.
  - C. After development of the standard specifications, will issue requisitioning instructions to the state agencies for acquisition of automobiles and trucks.
- II. Vehicle Requisitioning and Purchasing
  - A. Upon receipt of requisitioning instructions and standard specifications, agencies will prepare the following documents for transmittal to the Bureau:
    - 1) A Request for Purchasing Approval/Authority (RPA) (Form DOA-3046)
    - 2) A Motor Vehicle Request Explanation (Form DOA-3016)
    - 3) A justification letter with the initials or signature of the agency head, deputy, chancellor or vice chancellor. The



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following certification must be contained within the request packet:

"The undersigned certifies that the (attached) (this) request for Governor's approval meets all applicable state and federal statutes, rules, regulations, and guidelines. This certification is based upon a thorough and complete analysis of this request."

This should also be signed by the appropriate contracting authority/officer and by the staff person who researched and initiated the request.

- B. Each state agency, upon written approval of the Bureau, may purchase necessary motor vehicles for its general use. The Bureau will review all request for vehicle approval documents prior to transmittal to the governor.
- C. Acquisitions for used automobiles, trucks or aircraft through the Federal Property Program will be subject to governor's approval under ss. 20.915(1). Such vehicle request will be processed in the same manner as procurements of new vehicles. See also PRO-416, Surplus Property.

### III. Vehicle Lease and Rental

- A. An agency desiring to lease/rent a vehicle for 30 days or more will submit its request to the Bureau transportation procurement manager using the procedures in III. B, 1-6 and DOA forms 3850 A and B for lease approval or DOA forms 3851 A and B for extended rental approval. The transportation procurement manager will evaluate each request and forward their recommendation to the Bureau director for final approval. If at the end of the lease/rental contract the agency still needs the vehicle, the agency will resubmit its request and receive approval to continue or renew a lease/rental using the procedures in III. B, 1-6.



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#### IV. Payment for Vehicle Lease/Rental

- A. The agency may charge lease/rental vehicles to the appropriate corporate travel card under contract. If that program is not available, the agency may charge the lease/rental to an authorized state purchasing card.
- B. The agency must use the appropriate, authorized fuel card under state contract to fuel rented and leased vehicles when possible. The leasing agency must compile an annual report based on fiscal or calendar year describing the total fuel used and miles driven by vehicles under lease, and submit this report to the Department of Administration. The purchasing card may *not* be used for charging fuel purchases. See PRO-410, Purchasing Card.
- C. The commodity code for vehicle leasing and rental is 97514, which will be used on any purchase order.

REFERENCE: DOA-3850A: Vehicle Lease Request  
 DOA-3850B: Vehicle Lease Request Cost Analysis  
 DOA-3851A: Vehicle Extended Rental Request  
 DOA-3851B: Vehicle Extended Rental Cost Analysis



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