



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE



Fleet Management – Alternative Vehicle Purchase Request

To initiate a request, it is recommended a department “build” a cart via an online manufacturer’s website.

This allows the department to select all of the exact specifications and/or customizations preferred.



build.clubcar.com
cruisecarinc.com



ONCE YOU COMPLETE YOUR ONLINE BUILD:

1. Send the completed build to Fleet Management (FM) contact: Jake Turner, (jturne10@utk.edu)
2. FM will work with vendors to obtain a discounted, tax-exempt, quote from our statewide contract.
3. Once received, the quote will be forwarded to the department for review and confirmation.
4. If quote is approved, FM submits a purchase order to the vendor and vehicle is ordered.
5. Upon delivery, FM will put the vehicle through our onboarding process. This includes:
 - Vehicle inspection, safety equipment check, fuel card order, (if necessary), title application, license plate, and UT decal/numbering installation.
6. Once FM completes our processes, the department will be contacted to pick-up their vehicle.
7. Each department is required to process their own respective vehicle invoice.
 - Invoices should be paid within 30 days of the given purchase date.

In addition to the cost of the vehicle: FM will charge a one-time fee of \$150.

This labor charge covers all FM services in the vehicle acquisition process. And fee will be billed separately from the vendor’s vehicle invoice, directly to the department; (post-delivery).

The signature required below serves only to ensure that the Dean/Director/Department Head are aware of the requested vehicle quote, (and potential purchase). And, the additional Fleet Management processing fee of \$150.

X

Dean/Director/Department Head:

Name _____

Email _____

Account # _____

Department _____

BIG ORANGE. BIG IDEAS.

Flagship Campus of the University of Tennessee System 