

## **Vehicle Acquisition and Disposal**

**NOTE:** The website URL for **Workday reference guides** that are referenced in this section is:  
<https://confluence.esg.wsu.edu/display/WKB/Workday>

### **POLICY**

This policy sets forth University requirements regarding the acquisition of vehicles.

This policy also establishes responsibilities and procedures for inventory tracking, maintenance, and disposal of University vehicles.

### **Cost/Benefit Analysis**

Each department should consider performing a cost/benefit analysis before deciding whether or not to purchase or lease a vehicle. There are a number of options available, including monthly or annual vehicle rental from the Motor Pool. The cost/benefit analysis assists the department with determining which option is the most cost effective.

A Cost/Benefit Analysis form is available in PDF format on the Procedures, Records, and Forms (PR&F) website at:

[policies.wsu.edu/prf/index/forms/](https://policies.wsu.edu/prf/index/forms/)

The department may contact Motor Pool and Purchasing Services to assist with this analysis. (See a Cost/Benefit Analysis form example in [Fig. 1.](#))

### **Acquisition**

The acquisition of all University vehicles is processed through Purchasing Services (see [Definitions](#)). All vehicles with an expected cost over the direct buy limit are bid according to University policy or purchased on state contracts. See *BPPM* 70.10 and 70.13.

### **License and Title**

WSU departments are responsible for obtaining applicable licenses and titles for vehicles, as required by the Washington State Department of Licensing. See [Farm Equipment and Heavy Machinery](#) regarding license and title exceptions for farm equipment and heavy machinery.

WSU departments should refer to *SPPM* 7.10 concerning vehicle insurance.

Vehicle Acquisition and Disposal

<b>COST/BENEFIT ANALYSIS</b>				<b>WASHINGTON STATE UNIVERSITY</b>		
<b>COMPARISON OF VEHICLE PURCHASE VERSUS LONG-TERM LEASE THROUGH MOTOR POOL</b>						
Contact the Motor Pool or Purchasing Services for assistance with completing this cost/benefit analysis. See also 70.40.						
<b>INSTRUCTIONS</b>						
<b>Department-Owned Vehicle</b> If the vehicle is purchased by the department, the department is responsible for all of the associated costs: purchase price, interest if acquired through financing, license, sales tax, insurance, routine maintenance (including tires), major repairs, and fuel. When calculating operating costs, include the cost of oil changes, manufacturers' required maintenance, tire replacement, and estimated major repairs at higher mileages. Include the cost of insurance. Contact Risk Management Services for current insurance rates. If financing the purchase, include the amount of interest paid annually.						
<b>Motor Pool Long-Term Lease Vehicle</b> If the vehicle is acquired through long-term lease from the Motor Pool, the department pays a flat monthly amount that includes all costs except fuel. The cost of long-term lease vehicles is available on the Motor Pool website at <a href="http://facilities.wsu.edu/motor-pool-rates/">http://facilities.wsu.edu/motor-pool-rates/</a>						
Use the fields and tables below to compare the annual costs of purchasing a departmentally-owned vehicle versus obtaining a vehicle through the Motor Pool's long-term lease program.						
Type of Vehicle Full size sedan	Purchase Price \$ 25,000.00	Estimated Miles Per Gallon 25	Estimated Miles Driven Per Year 20,000			
Use the current year average cost of fuel to calculate the annual fuel costs. NOTE: Contact Motor Pool for the current average cost per gallon based on average prices in the state of Washington; telephone: 509-335-9085						
Estimated Miles Driven Per Year	20,000	Estimated Total Gallons Used Per Year	800			
Estimated Miles Per Gallon	25	Current Average Cost Per Gallon of Fuel	x \$ 2.88			
Estimated Total Gallons Used Per Year	= 800	Estimated Annual Fuel Costs	= \$ 2,304.00			
<b>Cost of a Departmentally-Owned Vehicle</b>						
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total Costs Per Vehicle</b>
Purchase price	25,000					25,000
Interest	1,039	917	680	431	171	3,238
License plates/tabs		36				36
Insurance	171	171	171	171	171	855
Maintenance	240	650	1,240	350	650	3,130
Repairs					1,000	1,000
Fuel	2,304	2,304	2,304	2,304	2,304	11,520
<b>Total Costs Per Year</b>	<b>28,743</b>	<b>4,067</b>	<b>4,384</b>	<b>3,245</b>	<b>4,285</b>	<b>44,779</b>
<b>Cost of a Motor Pool Long-Term Lease</b>						
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total Costs Per Vehicle</b>
Lease Payment	5,019	5,019	5,019	5,019	5,019	25,095
Fuel	2,304	2,304	2,304	2,304	2,304	11,520
<b>Total Costs Per Year</b>	<b>7,323</b>	<b>7,323</b>	<b>7,323</b>	<b>7,323</b>	<b>7,323</b>	<b>36,615</b>
Total Cost of Departmentally-Owned Vehicle						44,779
Total Cost of Motor Pool Long-Term Lease						- 36,615
<i>Departmental savings by using Motor Pool Lease Vehicle</i>						<b>= 8,164</b>
WSU1483-CONT164-0719						

Figure 1. Cost Benefit Analysis form

## **Vehicle Acquisition and Disposal**

### **Definitions**

University Vehicle	For the purposes of this policy, a University vehicle is any vehicle owned by the University or leased by duly-authorized University employees or departments. A University vehicle is used for official University business to transport people or property on roads, highways, waterways, or University property. See the following definitions and <i>SPPM 7.10</i> .
Motor Vehicles	Motor vehicles include any vehicle used on public highways, e.g., automobiles, trucks, vans, motorcycles.
Vessels	Vessels include vehicles used on waterways, e.g., houseboats, motor boats, sailboats, jet skis, racing/rowing sculls.
Trailers	Trailers include unpowered vehicles used for transporting vehicles, boats, equipment, or other items.
Aircraft	Aircraft include flying vehicles, e.g., small planes, small jets, helicopters.
Farm Equipment and Heavy Machinery	Farm equipment and heavy machinery include vehicles used in farm or construction operations, e.g., combines, tractors, hay bailers, cranes, backhoes.

NOTE: These vehicles may be used on open roads within 25 miles of the point of departure. If these vehicles travel more than 25 miles on the open road, departments must purchase a Farm Exempt decal with the vehicle license from the Department of Licensing.

The state of Washington does not require titles or licenses for many types of farm equipment and heavy machinery. However, if the acquisition cost is more than \$5000, Property Inventory or departments must add the equipment and/or machinery item into the University's Property Inventory system. See *BPPM 20.50* and [Property Inventory](#).

### **VEHICLE ACQUISITION**

Vehicles may be acquired through purchase, state or federal surplus, lease, or donation. Purchasing Services orders vehicles and establishes contracts for leased vehicles. The department submits a Requisition in Workday, with the requested vehicle specifications. (See *BPPM 70.10* and the Workday Create Requisition reference guide.)

PURCHASING  
70.40.4  
Revised 1-21  
Motor Pool  
509-335-9085  
Purchasing Services  
509-335-3541  
Risk Management Services  
509-335-6893

## BUSINESS POLICIES AND PROCEDURES MANUAL

### Vehicle Acquisition and Disposal

#### ACQUISITION (cont.)

Departments may not use procurement cards or Purchase Orders in Workday to acquire vehicles.

#### New and Used Vehicles

A state contract offering a wide range of new vehicles is available. To view the state contract, see the Department of Enterprise Services Current Contracts website at:

[des.wa.gov/services/contracting-purchasing/current-contracts](https://des.wa.gov/services/contracting-purchasing/current-contracts)

If the cost of a new vehicle is to be reduced by trade-in of a University-owned vehicle, the department must include the following information on the Requisition in Workday:

- Make
- Model
- Year
- Vehicle identification number (VIN) of the trade-in vehicle
- WSU inventory number of the trade-in vehicle

WSU Surplus Stores must approve all proposed vehicle and equipment trade-ins to ensure adequate trade-in value. See also *BPPM* 70.12 regarding trade-ins.

#### Surplus Vehicles

Federal and state surplus inventories may offer low-cost vehicles suitable for some departmental requirements. The department must work with Surplus Stores to acquire surplus vehicles.

The department must create a Register Asset in Workday when acquiring a federal or state surplus vehicle. (See the Workday Register Asset reference guide.) The department must include the following information:

- Make
- Model
- Year
- Vehicle identification number (VIN) of the surplus vehicle
- Value of the surplus vehicle

#### Donated Vehicles

To acquire a donated vehicle, the department must complete a Noncash Gift Transmittal and Acknowledgement to report an in-kind gift. The department must obtain verification of the value of the vehicle from a car dealership or other appropriate valuation source.

**Vehicle Acquisition and Disposal**

**Donated Vehicles (cont.)** The department routes copies of the Noncash Gift Transmittal form and the vehicle value verification to the Gift Accounting division of the WSU Foundation and the Property Inventory Section of the Controller's Office. See *BPPM* 30.70 for gift transmittal form instructions.

**University Property Inventory** All licensed vehicles must be added into the University's Property Inventory system and affixed with an inventory number tag, regardless of cost. All vehicles, farm equipment, and heavy machinery with an acquisition cost that exceeds \$5000 must be inventoried and tagged. See *BPPM* 20.50 and [Property Inventory](#).

**Titling and Exempt Licensing** As a state agency, the University is exempt from paying annual licensing fees on most vehicles. Contact Risk Management Services for exceptions. Most license plates issued to the University indicate exempt status. The license fee and any related charges are one-time costs for exempt plates.

**APPLYING FOR TITLE** The department must apply for the title and license, if required by the Washington State Department of Licensing (DOL), as soon as a vehicle is received. The department obtains the license and registration from DOL. DOL accepts the procurement card as a form of payment for title and license fees. To apply for vehicle titles, departments must complete and submit the required documentation to DOL. [Table 1](#) summarizes the documentation required for each type of vehicle. Further detailed information regarding the application process is provided below the table.

**Table 1. Vehicle Required Documentation**

<b>Vehicle Type</b>	<b>Required Documentation</b>
All Vehicles	<ul style="list-style-type: none"> <li>• Vehicle Title Application</li> <li>• Manufacturer's Statement of Origin (MSO)</li> <li>• Current odometer reading certification</li> <li>• Copy of an invoice or purchase order indicating that sales/compensatory tax has been paid on the vehicle, if tax is required.</li> <li>• Weight certification (for trucks and trailers <b>only</b>)</li> </ul>
Used Out-of-State Vehicles	May require an inspection or emissions test. Departments should consult with the local Department of Licensing.

PURCHASING  
 70.40.6  
 Revised 1-21  
 Motor Pool  
 509-335-9085  
 Purchasing Services  
 509-335-3541  
 Risk Management Services  
 509-335-6893

**BUSINESS POLICIES AND PROCEDURES MANUAL**

**Vehicle Acquisition and Disposal**

**Table 2. Vehicle Required Documentation (cont.)**

Surplus Vehicles	May include a Declaration of Use Tax form.
Federal Excess Property Vehicles	May include a Declaration of Use Tax form.
Donated Vehicles	Department must obtain documentation verifying the value of the vehicle and complete the gift transmittal documentation.

**All Vehicles**

Vehicle Title Application

The department must complete a Vehicle Title Application. The supplier usually provides the title application. If not, the department may obtain a blank application from the DOL website at:

[dol.wa.gov/forms.html](http://dol.wa.gov/forms.html)

If the University owns the vehicle, enter WA State Univ Risk / Department in the **Name** field under **Registered owner**. ("Department" is the name of the department that purchases and includes the vehicle on the departmental property inventory list.) Enter the University's UBI number (385000328) under **Owner's Washington driver license, ID card, or UBI number**. In the **Name** field under **New legal owner or lienholder**, place the words "SAME AS ABOVE." (See a sample Title Application in [Fig. 2.](#))

Review the title application prepared by the supplier to ensure that it lists the required information correctly, including the purchasing department name.


Other Documents

The following additional documents are provided to DOL with the title application:

- Manufacturer's Statement of Origin (MSO)
- Current odometer reading certification;
- Copy of an invoice or purchase order indicating that sales/compensatory tax has been paid on the vehicle, if tax is required.
- Weight certification (for trucks and trailers *only*)

NOTE: The MSO, the odometer certification, a supplier's invoice, and the title application usually come with the vehicle.

**Vehicle Acquisition and Disposal**

		<h3 style="margin: 0;">Vehicle Title Application</h3>									
<b>Vehicle – Please type or print plainly</b> <span style="float: right;"><input type="checkbox"/> For title purposes only</span>											
Vehicle identification no (VIN)				Condition <input type="checkbox"/> New <input type="checkbox"/> Used		Vehicle type		Primary use type		Fuel type	
Model year		Make		Model			Trim	Body style		Motorcycle style	
GV Weight Rating		Scale wt	Gross weight	Mo GWT	Seats	Color #1		Color #2		Equip no	Purchase price
Wheels	Rental no	Fleet	Engine (MC)	Motor home/Cycle/WATV eng serial no			Length	Width	Quick title <input type="checkbox"/> Yes <input type="checkbox"/> No	Discover pass <input type="checkbox"/> Yes <input type="checkbox"/> No	Park donation <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Registered owner</b> – For additional owners, attach sheet with name, driver license/ID/TIN/EIN/UBI number, expiration date, and phone information. Washington primary residence street address or Washington principal place of business street address is required on the vehicle record. For exceptions, see <a href="#">Primary Residence Address Exception</a> , form 420-004.											
<b>1</b>	Owner type <b>Business</b>		ID type <b>UBI</b>		Driver license/ID/TIN/EIN/UBI no <b>385000328 (WSU's UBI#)</b>		Expiration date		Phone type		(Area code) Phone no
Registered owner name (Last, First, Middle, Suffix) or Business name <b>WA State Univ Risk / Department</b>											
Washington primary residence address (if an individual) or Washington principal place of business address (if a business) <b>Environmental Health Services 82, P.O. Box 641172</b>											
Mailing address, if different than residence address (Street address or PO Box, City, State, ZIP code) or exception address <b>Pullman, WA 99164-1172</b>											
One-time mailing address, if applicable											
Paperless renewal option <input type="checkbox"/> Notify me by email when it's time to renew my vehicle											
Email address											
<b>2</b>	Owner type		Joint tenants w/right of survivorship <input type="checkbox"/> Yes <input type="checkbox"/> No		ID type		Driver license/ID/TIN/EIN/UBI no		Expiration date		(Area code) Phone no
Registered owner name (Last, First, Middle, Suffix) or Business name											
<b>Legal owner/Lienholder</b> – Fill out if different than registered owner. For additional legal owner/lienholders, attach sheet with name, driver license/ID/TIN/EIN/UBI number, expiration date, and address information.											
Name of legal owner/lienholder (Last, First, Middle initial or Business name)											
Legal owner/Lienholder type		ID type		Driver license/ID/TIN/EIN/UBI no			Expiration date		ELT participant <input type="checkbox"/> Yes <input type="checkbox"/> No		
Mailing address (Street address or PO Box, City, State, ZIP code)											
<b>Dealer</b>											
Dealer type		Dealer no	Dealer name			Sale date	Delivery date	Vehicle status <input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Prev titled			
I certify that this information is correct. The vehicle is clear of encumbrances except as shown. Any required sales tax has been collected.								Dealer authorized signature <b>X</b>			
Anyone who knowingly makes a false statement may be guilty of a felony under state law and upon conviction shall be punished by a fine, imprisonment, or both. I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.											
<b>X</b> _____ Signature of registered owner						<b>X</b> _____ Signature of registered owner					
Title, if signing for business						Title, if signing for business					
Date and place signed						Date and place signed					
<b>Notarization/Certification</b> – You don't need your signature notarized if you sign in front of a vehicle licensing agent, who can certify your signature.											
State of _____ County of _____											
Signed or attested before me on _____ by _____											
(Seal or stamp) Name of person signing this document											
Notary/Agent/Subagent signature											
Notary printed or stamped name											
Title _____ and _____											
Dealer or county/office number or notary expiration date											

**Figure 2**

PURCHASING  
70.40.8  
Revised 1-21  
Motor Pool  
509-335-9085  
Purchasing Services  
509-335-3541  
Risk Management Services  
509-335-6893

## BUSINESS POLICIES AND PROCEDURES MANUAL

### Vehicle Acquisition and Disposal

#### Used Out-of-State Vehicle

In addition to the required documentation described under [Applying for Title](#), a used out-of-state vehicle purchase may require an inspection or emissions test in order to complete the title application process. The department is advised to consult the local DOL to confirm inspection requirements. NOTE: New vehicles do not need to be inspected.

The department pays any required inspection fee directly to DOL.

#### Surplus Vehicles

##### State Surplus Property Documents

To title State Surplus Property acquired through Surplus Stores, the department completes and provides to DOL all documents received from Surplus Stores.

##### Declaration of Use Tax

Departments may be required to obtain a Declaration of Use Tax form from the Department of Revenue to request exemption from the requirement to pay state sales/use tax. If required, the department completes the form and submits it to the Department of Revenue. Risk Management Services may provide assistance with this process.

#### Federal Excess Property

##### Surplus Stores Documents

To title Federal Excess Property acquired through Surplus Stores, the department completes and provides to DOL all documents received from Surplus Stores.

##### Declaration of Use Tax

To request exemption from the requirement to pay state sales/use tax, the department must submit a copy of an invoice from State Surplus indicating a state-to-state transaction to the state Department of Revenue. Risk Management Services may provide assistance with this process. The Department of Revenue completes a Declaration of Use Tax form.

##### Federal Agency Issue Document

The department submits the issue document received from the federal agency to Risk Management Services. (See *BPPM 20.78* for more about federal excess property.)



## **Vehicle Acquisition and Disposal**

### **Title Application**

On the Vehicle Title Application enter:

- WA State Univ Risk / Department in the **Name** field under **Registered owner**.

"Department" is the name of the department that purchases and includes the vehicle on the departmental property inventory list.

- Risk Management Services' address in the **Primary Address** field, as indicated in [Fig. 2](#).
- The **federal agency** in the **Name** field under **New legal owner or lienholder**.

### **Donated Vehicles**

To title a donated vehicle, provide documentation to DOL from a car dealership or other appropriate valuation source verifying the value of the vehicle.

NOTE: The department must complete gift transmittal documentation as indicated under [Vehicle Acquisition--Donated Vehicles](#) for each donated vehicle.

### **Other Modes of Transportation**

Contact Risk Management Services for additional instructions on titling and licensing aircraft or other modes of transportation not addressed under [Policy](#).

## **OBTAIN TITLE, TAGS, AND REGISTRATION**

### **Documentation**

The departmental representative delivers the following items to DOL in person:

- Completed title application,
- Odometer reading, and
- Manufacturer's Statement of Origin (MSO).

The departmental representative pays the required fees with a procurement card (see *BPPM 70.08*).

PURCHASING  
70.40.10  
Revised 1-21  
Motor Pool  
509-335-9085  
Purchasing Services  
509-335-3541  
Risk Management Services  
509-335-6893

## BUSINESS POLICIES AND PROCEDURES MANUAL

### Vehicle Acquisition and Disposal

**Documentation (cont.)** If applicable, the departmental representative also takes the inspection slip and/or the Declaration of Use Tax form. See [Surplus Vehicles--Declaration of Use Tax](#) and [Federal Excess Property--Declaration of Use Tax](#).

Department of Licensing

*Whitman County*

In Whitman County, DOL offices are located at:

- Department of Licensing Office  
1195 SE Bishop Blvd. #3, Pullman, WA
- Whitman County Auditor's Office  
County Courthouse, Colfax, WA

*Outside Whitman County*

Departments located outside Whitman County contact the local DOL office.

#### **Plates/Registration**

DOL provides the departmental representative with the vehicle license plates and the vehicle registration.

Securely attach the license plates to the vehicle. **NOTE:** Do not move plates from one vehicle to another.

Submit a copy of DOL's Registration Certificate to Risk Management Services.

Place the original or a certified copy of the DOL Registration Certificate inside the vehicle glove compartment, along with the vehicle accident forms. See *SPPM 7.10* for items required in vehicle glove compartments.

#### **Title**

DOL sends the vehicle title to the legal owner (WSU Risk Management Services, federal agency, or other) for filing.

Risk Management Services maintains the titles for all University vehicles.

#### **PROPERTY INVENTORY**

The Property Inventory Section of the Controller's Office updates Workday's Assets module when it receives notification of acquisition or transfer of a vehicle. See the applicable Workday Assets reference guides.

## **Vehicle Acquisition and Disposal**

### **INVENTORY (cont.)**

Property Inventory receives such notifications through daily expense reports and contacts from departments by e-mail and/or campus mail. See *BPPM 20.50* for property inventory procedures.

All licensed University vehicles, regardless of cost, and all farm equipment and heavy machinery with an acquisition cost that exceeds \$5000 must be tagged and inventoried.

Risk Management Services maintains a Vehicle Inventory database.

### **Inventory Tags**

Property Inventory issues the department a Property Inventory Card and inventory tag after entering the information into the system.

Departmental personnel are to secure the tag to the inside of the driver's door post and notify Risk Management Services of the inventory tag number.

### **Questions**

Contact Risk Management Services with questions regarding the titling of University vehicles.

### **INSURING VEHICLES**

Contact Risk Management Services to determine if insurance is required on the vehicle. See *SPPM 7.10*.

### **DISPOSING OF VEHICLES**

Before selling, transferring, trading in, dismantling for parts, or otherwise disposing of a vehicle, the department must notify Surplus Stores and complete the required documents. See *BPPM 20.76* for proper disposal procedures. When a vehicle is sold, transferred, or disposed of, Surplus Stores notifies Property Inventory.

The department notifies Motor Pool when a vehicle is sold, transferred, or disposed of, and Motor Pool removes the vehicle from the preventive maintenance schedule. Surplus Stores notifies Risk Management Services of sold vehicles. Purchasing Services notifies Risk Management Services of trade-ins.

See *BPPM 20.76* for procedures and required documentation to dispose of a motor vehicle.

See *BPPM 20.80* for procedures and required documentation to sell a motor vehicle to another WSU department.

**PURCHASING**

70.40.12

Revised 1-21

Motor Pool

509-335-9085

Purchasing Services

509-335-3541

Risk Management Services

509-335-6893

**BUSINESS POLICIES AND PROCEDURES MANUAL**

**Vehicle Acquisition and Disposal**

**DISPOSING (cont.)**

See *BPPM* 70.12 regarding trading in a vehicle.

See *BPPM* 20.50 for additional procedures for handling University property.