

UO-Owned Vehicles Procedure Guide

1. Follow all purchasing standards established by [Purchasing and Contracting Services](#). Most new vehicles are available to purchase under a State of Oregon price agreement at oregonbuys.gov/bso/
2. Follow all accounting standards outlined by [Property Control](#). When the vehicle meets the capitalization threshold, use the following account codes:

Type	Account Code
Vehicles	40104 or A8012
Vessels	40101 or A8011 (shorter than 25 feet) 40201 or A8015 (longer than 25 feet)
Trailers	40101 or A8011

3. Report the vehicle to [Risk Management](#). They will provide the necessary insurance documentation to keep in the vehicle.
4. Register the vehicle, as appropriate, with the respective state agency, such as the DMV or Oregon State Marine Board. Use the following information for the vehicle title and registration form:

Business/Mailing Address	ODL/ID/Customer#
University of Oregon Business Affairs PO BOX 3237 Eugene, OR 97403	977936

The vehicle's title, registration, and license plates will be sent to Property Control in Business Affairs, who will safeguard the title and arrange delivery of the license plates and registration to appropriate personnel. Keep the registration in a secure place in the vehicle, with a copy in your department's files.

5. Upon arrival, have the vehicle inspected and serviced by [CPFM Fleet Services](#), who will assign a mobile equipment number. Arrange parking with [Transportation Services](#), as needed. Have any new drivers complete the [UO Driver Certification](#) process.
6. If the vehicle meets the capitalization threshold, Property Control will contact you to schedule a tagging appointment. During this appointment, all identifying vehicle information will be recorded in the Banner FIS system for tracking and a property tag sticker will be affixed (usually in the glove box). Property Control will then track this vehicle during the department's typical biennial inventories.
7. Contact CPFM Fleet Services for any maintenance needs or roadside assistance. Report any accidents to UOPD or local law enforcement immediately, and to Safety & Risk within 24 hours. Further instructions can be found in the [Accident Packet](#).
8. If a department would like to dispose a vehicle, contact Property Control to determine disposal/sale options and arrange to transfer the vehicle's title; Business Affairs' Associate Vice President is UO's authorized signor of vehicle titles. Vehicles that are considered a total loss are to be sold as-is at public auction.

See the university's official policy on vehicles and vehicle use [here](#).