

**Mayor’s Motor Vehicle Freeze
Committee-Assigned Vehicles:
Purchase Request/Vehicle Assignee**

SCOPE

The following procedures are to be used by each City Agency in requesting the purchase of Mayor's Motor Vehicle Freeze Committee (MMVFC)-assigned vehicles. The agency/bureau must complete a Requisition utilizing the CitiBuy system, a Vehicle Assignment Request, and justification for the purchase of a new vehicle indicated on the “Notes” section of the CitiBuy requisition. Disapproved requests may be appealed to the MMVFC.

All vehicles to be replaced will be turned into the Fleet Management Division (FMD), for inspection and disposition. Determination of useful life of a MMVFC-assigned vehicle and disposition of same is the responsibility of the FMD.

RESPONSIBILITY

ACTION

AGENCY/BUREAU HEAD

Initiate completion and submission of a Requisition, utilizing the CitiBuy system with justification for the purchase of a new vehicle indicated on the “Notes” section of the CitiBuy requisition.

BBMR / MMVFC

Agency Budget Analyst reviews Requisition(s) in CitiBuy, certifies funds are available, and submits a hard copy to the Director of Finance for approval.

If approved and signed by the Director of Finance, BBMR stamps a copy of the requisition and BBMR forwards it to the Bureau of Purchases.

Retains the [Vehicle Assignment Request](#) and [Vehicle Payroll Deduction Authorization](#) form if applicable.

Note: The CitiBuy system submits the above actions for pre-encumbrance of funds to Bureau of Accounting.

FMD

Prepares the Vehicle Specifications and forwards them with the CitiBuy reference copy to the Bureau of Purchases.

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BUREAU OF PURCHASES

Purchases vehicle in accordance with City Purchasing policies and arranges for delivery of vehicle to FMD at Central Garage. No requisition is to be processed without the approval of the Director of Finance and FMD.

FMD

Verifies that all specifications are met, inspects vehicle and notifies MMVFC that the end user agency has accepted delivery of the vehicle.

Accepts delivery of vehicle at Central Garage and notifies agency when vehicle is ready to be picked up.

If request is disapproved, all documents submitted should be returned to the agency/bureau head with reason for denial.

APPEAL PROCESS

Agency/Bureau

To appeal, the agency/bureau head should send a memo to the Director of Finance, 469 City Hall, outlining the reasons for appeal.

Finance Director

The Finance Director will notify agency/bureau head of the decision. Original documents must accompany the appeal.

If approved, the documents will be considered as outlined in this policy or returned with reasons for denial.