



City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

Date 1/14/26

INSTRUCTIONS: Department manager– complete the header portion of this form and forward the VPR to the Fleet Manager. This document and its attachments serve as the official requisition for a vehicle and ensure that all approvals have been made.

Vehicle description: Sewer equipment 747 on f550

User Department Utilities Department

Type of purchase:

- 1. Planned replacement
- 2. Early replacement
- 3. Upgrade
- 4. Addition

Dept. mgr. signature _____

Dept. head signature Keeg Littrell

Anticipated City Council meeting approval date: _____

1. Initial Request

User Department or Fleet Manager submits VPR. User department includes brief written attachment describing need for and intended use of vehicle (not required for planned replacement of like equipment).

2. Specifications

Fleet Manager reviews request and assists user department with development of vehicle specifications. Fleet Manager approves specs.

[Signature]

Fleet Manager

Date

3. Assemble prices

Purchasing Agent and Fleet Manager assemble quotes, conduct bid process, or collect pricing from cooperative purchasing contracts. Purchasing Agent copies information to user department, who reviews and makes selection by signing below.

Keeg Lettrell 01/15/26

 User Department Date

4. Executive approval

Fleet Manager forwards VPR and supporting documents to Finance Director and City Manager for approval, who forward VPR to Purchasing Agent.

[Signature] 2/4/26

 Director of Finance Date

[Signature] 2/5/26

 City Manager Date

5. Agenda preparation

Purchasing Agent prepares agenda memo regarding compliance with City purchasing policy and State purchasing law and submits to City Secretary along with user department memo and bid tabulation.

 Purchasing Agent Date

6. City Council Approval

 Date

7. Purchase Order execution and order placement

Purchasing Agent sets up Purchase Order and places order with vendor. Purchasing Agent sends PO copy to Fleet Manager

8. Vehicle delivery and acceptance

Vendor delivers vehicle to Equipment Services Division. Fleet Manager or designee accepts delivery and approves payment of invoice for vehicle. Fleet Manager forwards approval to Accounts Payable Specialist for payment.