

University of Rhode Island
Vehicle Policy/Procedure

Originator: Budget & Financial Planning Office, Division of Administration & Finance

Purpose: To allow for lag-time when purchasing a vehicle so that a department's budget is not penalized if a vehicle is delivered in the following fiscal year.

Applicable: Fund 100 funds

Procedure:

In order for a purchase to be expensed in the current fiscal year and against the current budget, the item must be received by June 30. Sometimes purchasing a vehicle can take more than 12 months in the State system. If a department orders a vehicle during the fiscal year and the vehicle is not delivered by June 30th of that year, the department may request that the funds for the vehicle be placed in a reserve account outside of its department/college. Once the vehicle is received by the University department, and the vehicle has been expensed, the department must then request the transfer back into the department's budget.

- 1) Departments must send an email to budget_transfers@etal.uri.edu with a copy to the Associate Director of Budget & Financial Planning* requesting that an exact dollar amount be reserved for a vehicle purchase. Upon approval, the amount will be removed from the department's budget and placed in a reserve.
- 2) Subject line of transfer must state: "Vehicle Policy Transfer"
- 3) Documentation certifying the vehicle purchase and amount must be attached to the email along with an estimated delivery date (in the next fiscal year). Transfers will not be honored without documentation.
- 4) Subject line of transfer must state: "Vehicle Policy Transfer"
- 5) Departments have until June 20th of a fiscal year to make such a request.
- 6) The department is responsible for sending a second email requesting a budget transfer in the exact amount back to the department once the vehicle is received. Follow steps 1-2 above (or forward the original email request). Documentation must be attached to verify delivery. A budget transfer in the same amount will be facilitated moving the budget to the department.

*(see website <http://www.uri.edu/budget> for email address)

Updated:7/6/12