



Finance Bulletin 2001/03

31 July, 2001

To : **Heads of Schools
Centre Managers
Administrators**

Vehicle Purchasing

Financial Services will be providing a service through the Assets Officer, Gerry Coogan (x8370), to enable efficient compliance with procedures when purchasing and trading in vehicles.

The service entails schools/centres having the Assets Officer collect the trade-in vehicle and Fleetcard and exchanging them for the new vehicle, delivered on campus at the main store.

The new vehicle will be checked off against the purchase order making sure any options or upgrades are supplied as per order. The compliance plate will be confirmed as a maximum of one month prior to the actual delivery date. Other checks include looking for any damage to the interior and exterior of the vehicle as well as making sure a tool kit & spare tyre are supplied and any other reasonable requests.

Once the vehicle has been checked off, the Assets Officer will sign the order and the invoice from the dealer for the new vehicle. The invoice from UNSW for the trade in will be given to the dealer ensuring that all of the invoices are as per the order. The barcode and university logos will be placed on the vehicle. The old Fleetcard will be cancelled and a new card ordered and delivered to the School/Centre generally within three working days.

When purchasing a new vehicle staff should be aware of the following points:

1. Decide on type and brand of vehicle including all options.
2. Confirm availability with the dealers as some vehicles can take up to six weeks for delivery.
3. Get three written quotes on chosen vehicle emphasising to the dealer that the compliance plate will need to be a maximum of one month prior to the actual delivery date and our exemption from stamp duty.
4. Liaise with Assets Officer in regard to the pending vehicle purchase.
5. Submit purchase order with three written quotes and the Notice of Equipment for Disposal form for the vehicle being traded to purchasing clerk. The Notice of Equipment for Disposal form needs to state the vehicle description, barcode, rego no, odometer reading, date purchased, purchase price.
 - Ensure there are enough funds for the whole purchase of the vehicle, not just the change over price, if there are insufficient funds, additional funds should be transferred to the chartfield cover the cost. These funds will be committed until the exchange of vehicles.
6. Keep in touch with the dealer to establish delivery date, particularly closer to the due date and advise the Assets Officer of any changes to the delivery date.
7. Prior to registration of the vehicle the engine number must be provided to the Assets Officer for completion of an Application for Exemption for Stamp Duty. The form is to be signed by the Assets Officer and is required for registration of the vehicle.
8. When the new car is registered and ready for collection the Assets Officer will raise the invoice with the same chartfield as on the original Purchase Order. This will credit the funds from the trade-in back to the chartfield.
9. The Assets Officer will arrange the date for exchange of vehicles with the dealer.
10. Prior to the day of the exchange the car should be washed to make it presentable to the dealer.

