



**University of Massachusetts
Amherst**

**Physical Plant Division
policy and procedures manual**

PP.16.E.002

May 17, 2010

From: Larry Snyder, Associate Director for Administrative Services

Subject: Vehicle Preparation charges

Purpose: To reimburse Physical Plant for costs associated with the receipt, inspection, and other preparations required in the purchase of new University-owned vehicles. Said costs shall be at a set price based on the average time required to get non-Physical Plant vehicles on the road.

Action: The Campus Department purchasing any new vehicle shall forward a copy of the vehicle specifications to Fleet Services prior to the arrival of the vehicle.

Upon receipt of any new vehicle for a Department other than Physical Plant, the following procedure shall be initiated:

Physical Plant Fleet Services shall contact the requesting department and ask that a knowledgeable representative be present to inspect the new vehicle with Fleet Services to ensure compliance with ordering specifications. Upon acceptance, Fleet Services shall generate a billable work order to record and track the standard charges. The billable work order shall be for the Inspection, associated sticker, and the Vehicle Preparations themselves and should include pertinent University lettering requirements. **Note: no time shall be charged to these work orders. Standard costs will be added via Miscellaneous Cost Entry for billing purposes. All time shall be charged to Overhead Work Orders 10-008446-000 for Fleet and 10-008446-001 for Sign Painter.**

The standard costs are calculated based on the following criteria:

1. Delivery inspection by Fleet Manager and Department representative – Fleet Manager
2. Enter vehicle information into database, assigning "M" number, etc. – Fleet Clerk
3. Generate and assign Fuel Card – Fleet Clerk
4. Create billable Work Order for Vehicle Inspection and other Vehicle preparation, including vehicle lettering specifications – Fleet Clerk
5. Perform Vehicle Inspection – Fleet Services
6. Perform Vehicle lettering – Sign Painter
7. Pick-up and apply License Plate – Fleet Services
8. Contact Department for vehicle pick-up – Fleet Services

Physical Plant has calculated the average time required for the above tasks to be approximately 8 hours (4 for Fleet Services, 4 for vehicle lettering). Based on the current billable rate, the standard cost shall be \$369 for labor, \$31 for materials and \$29 for the Inspection itself for a total of \$429.

Employees performing any of the tasks above shall charge their labor to the appropriate Overhead Work Order listed above (10-008446-00x). Upon completion of the work (and subsequent Work Order close-out procedure), the Fleet Clerk shall apply the standard cost of \$29.00 for the State Inspection and \$400.00 in Labor and Material costs against the billable Vehicle Inspection/Preparation work order, using

Miscellaneous Cost Entry. The Physical Plant billing program will recognize these costs and bill the appropriate department for the work. The non-billable Overhead work order will allow Physical Plant to track actual labor costs but not bill the department requesting the vehicle.

Enclosures: (1) N/A

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