



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 4.4 - Vehicle Purchases & Leases

1. **Approval:** Prior approval from the Procurement Department is required in order to obtain through purchase, rental, lease or lease-purchase any vehicle, regardless of dollar value.
2. **Dollar Thresholds:** If prior approval has been obtained from the Procurement Department than a vehicle may be purchased for less than \$10,000 via a Purchase Order. It is recommended that 2 to 3 quotes be obtained for requirements under \$10,000. All vehicle purchases greater than \$10,000 require a sealed bid process administered by Procurement.
3. **Rentals & Leases:** All Rentals, Leases and Lease-Purchase options also require a fully executed contract regardless of dollar value which has been approved by Procurement and signed by an Authorized Signatory on behalf of the University.