

The UAB vehicle purchasing process involves coordination between several departments — including Purchasing, Parking & Transportation, and the Fleet Operation Coordinator — to ensure all vehicle acquisitions comply with university policies and procedures. This guide will walk you through each step to help you navigate the process efficiently and accurately.

Step 1

Request a quote from one of UAB's [approved Automotive dealers](#)

Commodity	Contract Name	Vendor	Vendor Number
Athletic Services, Supplies & Apparel	Athletic Supplies & Team Uniforms	BSN Sports LLC	38371
Automotive	STATE OF ALABAMA VEHICLES	Long Lewis of the Shoals Inc.	156606
Automotive	Ford Fleet T191 Stivers Ford	STIVERS FORD LINCOLN MERCURY INC	541321
Automotive	Dodge-RAM-Jeep Vehicles T191	STIVERS BROTHERS AUTOMOTIVE OF ALABAMA INC	818517
Automotive	Dodge/Ram Law Enforcement T191L	STIVERS BROTHERS AUTOMOTIVE OF ALABAMA INC	818517
Automotive	Chevrolet Fleet Vehicle - Donohoo Chevrolet	Donohoo Chevrolet	610606
Automotive	Dodge-RAM-Jeep Vehicles T191- Ram 3500	VOYLES CDJR OF BIRMINGHAM	865965
Automotive	E-Z-GO Golf Carts	DIAMOND GOLF CARS	614322

Note: For upfitting (emergency lighting, lift gates, etc.), please inquire with the dealership regarding available options.

Step 2

Once the quote is received, complete and submit the [Vehicle Requisition Form](#) along with the quote

Vehicle Requisition Form

Please enter the appropriate email addresses below.

Applicant *

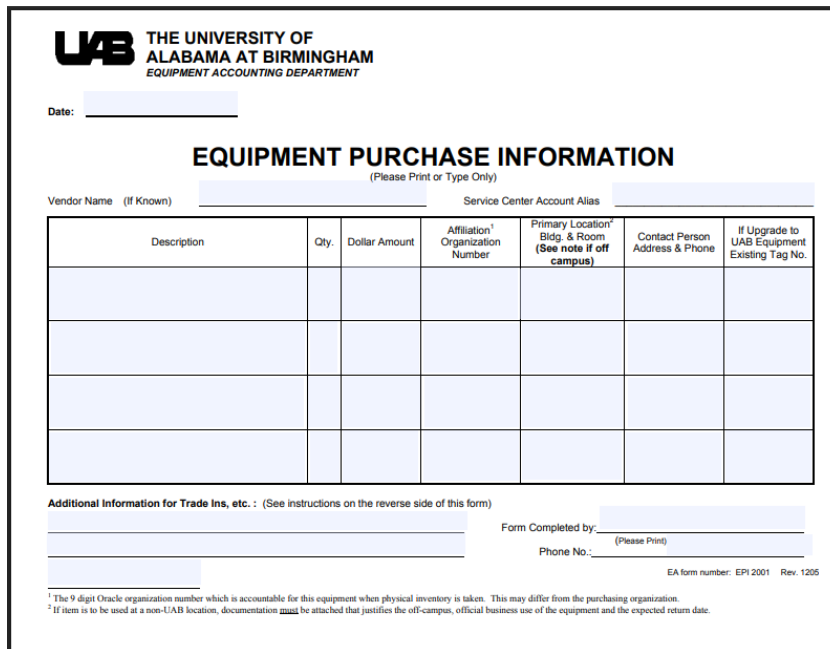
Department Head/ Dean *

☐ Set Reminder

Submit

Step 3

Complete the
[Equipment
Purchase
Information
Form](#)



UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
EQUIPMENT ACCOUNTING DEPARTMENT

Date: _____

EQUIPMENT PURCHASE INFORMATION
(Please Print or Type Only)

Vendor Name (If Known) _____ Service Center Account Alias _____

Description	Qty.	Dollar Amount	Affiliation ¹ Organization Number	Primary Location ² Bldg. & Room (See note if off campus)	Contact Person Address & Phone	If Upgrade to UAB Equipment Existing Tag No.

Additional Information for Trade Ins, etc. : (See instructions on the reverse side of this form)

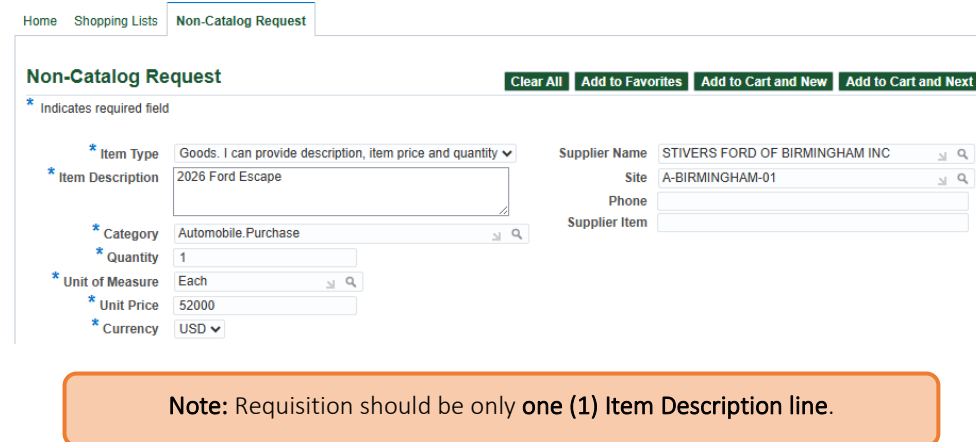
Form Completed by: _____
Phone No.: _____ (Please Print)

EA form number: EPI 2001 Rev. 1205

¹ The 9 digit Oracle organization number which is accountable for this equipment when physical inventory is taken. This may differ from the purchasing organization.
² If item is to be used at a non-UAB location, documentation must be attached that justifies the off-campus, official business use of the equipment and the expected return date.

Step 4

Enter the
[Purchase Order
Requisition](#) in
iProcurement as
a **Non-Catalog
Request**



Home Shopping Lists **Non-Catalog Request**

Non-Catalog Request Clear All Add to Favorites Add to Cart and New Add to Cart and Next

* Indicates required field

* Item Type Goods. I can provide description, item price and quantity ▾

* Item Description 2026 Ford Escape

* Category Automobile Purchase ▾

* Quantity 1

* Unit of Measure Each ▾

* Unit Price 52000

* Currency USD ▾

Supplier Name STIVERS FORD OF BIRMINGHAM INC ▾

Site A-BIRMINGHAM-01 ▾

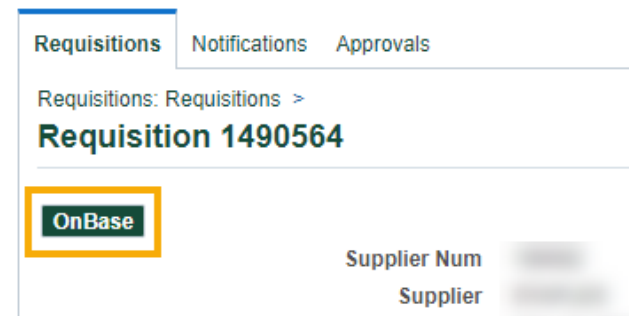
Phone

Supplier Item

Note: Requisition should be only one (1) Item Description line.

Step 5

Place the
**Vehicle Quote,
Equipment
Purchase
Information
form, and
signed Vehicle
Requisition
Form** in [OnBase](#)
when entering
your requisition



Requisitions Notifications Approvals

Requisitions: Requisitions >

Requisition 1490564

OnBase

Supplier Num

Supplier

Step 6

Once the requisition is approved, **route all dealer purchase documents and a copy of the Purchase Order for signature through the [Contract Management System \(CMS\)](#).**

Note: Do not schedule vehicle delivery until all routed documents have been signed and returned.

Step 7

Once all signed documents from Step 6 are returned, **forward a copy of the PO and the signed documents** to the dealership and to [Kerry Hubbard](#) in Parking & Transportation.

Schedule vehicle delivery to:

UAB Parking & Transportation
Attn: Kerry Hubbard
608 8th Street South
Birmingham, AL 35233

Making Payments

Departments should make payment against the PO by submitting **a copy of the Bill of Sale along with the Purchase Order #** to FA Accounts Payable via email at FA-AccountsPayable@uab.edu