

**ADMINISTRATIVE
DIRECTIVE**

Administrative Directive Title: Titling Vehicles Acquired by the School District	AD Number: 2.805.2	Adopted: July 2024
Policy References: Board Policy 2.805 – Purchasing	Revised:	

1 This procedure applies to all vehicles acquired by the school district, whether through purchase,
 2 donation, lease, or transfer, in order to establish a consistent and standardized process for titling
 3 any vehicles acquired by the school district.

4 **Vehicle Acquisition**

5 When a department determines a need for a vehicle, the department must first submit a formal
 6 request to the Purchasing Agent to start the vehicle acquisition process. The request must include
 7 details, such as the type of vehicle needed, its intended use, estimated budget, and funding source.
 8 The Purchasing Agent will review the request, ensuring it aligns with district policies and budget
 9 constraints. The Purchasing Agent will then solicit quotes, negotiate terms, and prepare a detailed
 10 acquisition proposal. If necessary, the Purchasing Agent will issue an invitation to bid or negotiate
 11 terms from other allowable cooperative purchasing options. The vehicle purchase will then be
 12 presented to the Board of Education during a regular meeting for approval.

13 **Documentation for Acquired Vehicles**

14 Following approval, the Purchasing Agent will be responsible for collecting all necessary
 15 documents, including the bill of sale, donation agreement, completed Government Services
 16 Vehicle Registration Application, and/or title transfer documents. The documents will be provided
 17 to the Assistant Superintendent of Operations, who will complete the Title Application. Once the
 18 title is issued, the Finance Department will maintain the original title in a secure location.

Legal References
 TCA 55-4-219