

VEHICLE ORDERING PROCESS

1. Review & Determine Desired Available Vehicle on State Contract

2. Complete MV-6 Form (click [here](#) for a form-fillable copy)

- Complete this form using vehicle description details from the state contract
- This form will require internal approval/signatures from administration

3. Submit Completed MV-6 Form to vehicles@uada.edu

4. MV-6 Form is Submitted to DFA for State Approval

- State approval times vary

5. Once Approved, Purchase Order (PO) and Check are Sent to DFA

6. State Fulfills PO and Delivers Vehicle

- Vehicle will be delivered to the UADA vehicle purchasing office at DTAN in Fayetteville, AR

7. Purchasing Office Completes Vehicle Set-up

- This includes:
 - Plates & registration are procured and applied to vehicle
 - Original Title is received and stored at DTAN
 - WEX card is ordered and assigned to vehicle
 - Vehicle is added to UADA's insurance plan

8. Arrangements for Pick-up or Final Delivery are Made

- Once vehicle is ready to be deployed, the vehicle purchasing office will contact the end users to arrange a deployment/delivery plan

****For any questions or guidance regarding vehicle purchasing,
please contact vehicles@uada.edu****