

**IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE**

**A RESOLUTION establishing a Vehicle Procurement Policy**

**WHEREAS;** Roane County continues the development of a capital asset replacement schedule and capital asset program; and

**WHEREAS,** in the development of a Capital Asset Program (specifically Vehicle Procurement), it has been determined that a declaration should be made from the requesting department of the new asset(s).

**NOW, THEREFORE, BE IT RESOLVED** that the Roane County Commission does hereby establish the following policy known as the Vehicle Procurement Policy for all departments of Roane County Government.

**Vehicle Procurement Policy**

1. Before the procurement of a vehicle, a budget must be established and the requesting department must make a written declaration to the Office of the County Executive stating:
  - a. The vehicle being procured shall replace an existing vehicle which shall become surplus to the requesting department, or
  - b. The vehicle being procured shall be added to the existing department's fleet, or
  - c. The procurement shall cause the old asset to be surplus and used by the department for replacement parts.
  
2. Upon the declaration being made, the Roane County Property Committee, or in the event a Property Committee does not exist, the Budget Committee, shall take action to:
  - a. Upon surplusing to the department's use, allow a transfer to another governmental department upon the other governmental department following this same policy,
  - b. Upon adding to the fleet, insuring that same has been fully disclosed during the budget adoption or at a later County Commission meeting,
  - c. Upon being used for replacement parts, surplus with County Commission's authorization and taken off of the county's insurance policy
  - d. Upon final surplus for any department's use, then appropriate resolution shall be approved by the Roane County Commission allowing the vehicle to be transferred to an outside Roane County Government operation or sold according to the Roane County Purchasing Policy.

**BE IT FURTHER RESOLVED** that this policy shall go into effect immediately upon passage.

**UPON MOTION** of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the following Commissioners voted Aye:

The following Commissioners passed:

The following Commissioners voted No:

**THEREUPON** the County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

\_\_\_\_\_  
County Chairman

The foregoing resolution was submitted to the County Executive for his consideration this the \_\_\_\_ day of \_\_\_\_\_, 2013.

ATTESTED:

\_\_\_\_\_  
County Clerk

I approve \_\_\_ /veto \_\_\_ the foregoing resolution this the \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
County Executive

SUBMITTED by the County Executive at the request of the Property Committee