

VEHICLE ORDER PROCESS
For
STATE AGENCIES

I) Agency determines need for new vehicle(s).

Number under the Agency tab before submitting. Non Doc Tracking Agencies are to submit a ProAct. See Vehicle Order Instructions for complete details.

B) **Non-LaGov Agencies**, agency submits a ProAct record, attaching an internal purchase order or requisition and the LPAA approval packet to the ProAct record. Contact OSP if you are not currently enrolled in ProAct. OSP will create a purchase order based on the internal purchase order or requisition submitted.

V) OSP orders vehicle(s) on behalf of State Agency and emails copy of purchase order to Dealer, LPAA, and Agency.

VI) Dealer delivers vehicle(s) to LPAA address stated on the order. -To

A) LPAA inspects vehicle to ensure compliance with order specifications. Upon acceptance, LPAA receives the vehicle in LaGov and notifies the agency that the vehicle has been received and is ready for pickup.

B) Agency initiates payment process.

VII) Agency picks up vehicle from LPAA.