

# Vehicle Purchases

## OK Document Type

Administrative Services – Transportation Services Bureau (TSB) has a statutory responsibility for approving state owned vehicle purchases. Statute 81-1011 paragraph 3(b) identifies vehicle types and agencies which are not subject to TSB approval. Purchases not requiring TSB approval should be processed using the “OK” document type. The “Master” approval route for the “OK” document type has been set up in the Payroll & Financial Center (PFC). It is the responsibility of the procuring agency to document the exemption within the PFC on each “OK” Purchase Order generated from contract.

The following Agencies, Boards or Commissions have used the TSB vehicle exemption request process to purchase vehicles:

Department of Administrative Services  
Department of Aeronautics  
Department of Agriculture  
Nebraska Brand Commission  
Department of Correctional Services  
Board of Educational Lands and Funds  
Energy Office  
Wayne)  
Game and Parks Commission  
Department of Health and Human Services  
Historical Society  
Department of Motor Vehicles

Department of Natural Resources  
Oil and Gas Conservation Commission  
Public Service Commission  
Records Management Division  
Department of Revenue  
Department of Roads  
State Colleges (Chadron, Peru,  
State Fire Marshal  
Nebraska State Patrol  
Department of Veteran Affairs

The Statute reads as follows:

### **81-1011. Terms, defined.**

For purposes of sections [81-1008](#) to [81-1025](#):

(1) Bureau means the transportation services bureau of the Department of Administrative Services;

(2) Bureau fleet vehicle includes any state-owned vehicle and any passenger vehicle rented from a third-party fleet owner for use by a state employee for transportation in his or her official duties from one job location to another; and

(3)(a) State-owned vehicle means all passenger vehicles acquired primarily for the purpose of transporting state employees in their official duties from one job location to another.

(b) State-owned vehicle does not include special-use vehicles, such as buses, laundry trucks, mail trucks, airport security vehicles, or military trucks and cars; vehicles which are considered a duty station, such as vehicles used by the Nebraska State Patrol, the Nebraska Oil and Gas Conservation Commission, or conservation officers of the Game and Parks Commission; or those vehicles which, by nature of their

usage, require the installation or carrying of special equipment which precludes the use of such vehicles for multiple agency transportation usage.

**Source**

Laws 1969, c. 770, § 4, p. 2920;

Laws 1975, LB 474, § 1;

Laws 1980, LB 709, § 5;

Laws 2012, LB779, § 4.