



University of Kentucky  
Purchasing Division  
322 Peterson Service Building  
Lexington, KY 40506  
P: 859-257-9100  
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[www.uky.edu](http://www.uky.edu)

## How To Obtain A Leased Vehicle From Enterprise

1. Contact Joe Yee (502-544-4219, [Joseph.A.Yee@efleets.com](mailto:Joseph.A.Yee@efleets.com)) or Joanna Sheehan (502-479-4807, [Joanna.M.Sheehan@efleets.com](mailto:Joanna.M.Sheehan@efleets.com)) and let them know about your vehicle need. If the purchase is on a grant, please let them know this during the initial conversation. All vehicle leases that will be paid with grant funds are on a 12-month lease. No leases are shorter than 12 months.
2. The [Vehicle Request Form](#) will need to be filled out with ALL signatures.
3. Enterprise will find what you need and send you a lease schedule.
4. If you agree with everything listed on the lease schedule, including the cost, and you are ready to lease the vehicle, then please send the lease schedule with the completed Vehicle Request Form to Purchasing ([nemmo2@uky.edu](mailto:nemmo2@uky.edu)).
5. Purchasing will approve or disapprove the form. If approved, Barry Swanson will sign the lease schedule and return it to Enterprise and copy the department. If disapproved, you will be contacted by Purchasing.
6. Enterprise will find and bring you your vehicle.
7. Enterprise will send to you a final lease schedule with the final cost listed. (The cost will be a little more than the first quote as fees will be added in.)
8. Send the 2<sup>nd</sup> lease schedule to Purchasing ([nemmo2@uky.edu](mailto:nemmo2@uky.edu)).
9. Enter a Shopping Cart/Requisition based on the final lease schedule.
10. Purchasing will setup a purchase order (PO) and send you a copy of the PO.
11. Purchasing will send you a decal that must be placed on the inside of the back window or front right corner of the windshield (if you have a truck) that identifies your vehicle as a University of Kentucky leased vehicle.
12. You will receive an insurance letter from Purchasing that MUST be kept in the glove compartment of the leased vehicle. (The department can contact Risk Management to obtain this letter also.)
13. The department will receive a monthly invoice that will need to be emailed to Accounts Payable at [APPOinvoices@uky.edu](mailto:APPOinvoices@uky.edu). (It can also be downloaded from the Enterprise website.) Enterprise will go over how to receive your invoices with you.