

BPP: Trailer Purchases by Student Orgs

Student orgs sometimes wish to purchase trailers to haul their equipment. The trailer will be owned by Purdue University and is not available for personal use.

Last Process Update: 03/25/2019

What to Do		Who	How to Do It
1	Request the purchase of a trailer.	Club Officer	The officers must present in writing why they need to purchase the trailer; exactly what it will be used for; where it will be stored; how will it be towed; and any other information regarding its use.
2	Submission of request to SAO and BOSO.	Club Officer	The written request should be presented to Martia Brawner King, Sr. Assistant Dean of Students in the SAO Office, and Tammy Lineback, Fiscal Administrator in BOSO, for review and approval. Both offices are located in the Krach Leadership Center, 3 rd floor.
3	Licensed Dealer Selection	Club Officer	The organization will select the purchase from a licensed dealer of trailer equipment.
4	Invoice Submission	Club Officer	An invoice from the licensed trailer dealer providing the specific details of the purchase should be submitted to BOSO through COOL for payment processing. Attach a copy of the written approved purchase request online with the invoice for processing.
5	Direct Payment via check	BOSO	Payment will be processed via student organization check. Under no circumstances should the payment for the trailer be processed as a reimbursement.
6	Trailer Delivery	Club Officer	The trailer will need to be delivered to the Airport Service Building for inspection. Google map location: https://goo.gl/maps/bLyYfNgFDgT2 . Contact Aaron Veach at 494-2121 or ajveach@purdue.edu to make arrangements.
7	Title Documents	Club Officer	All title paperwork should be delivered to Aaron Veach, Transportation Shop Manager in Transportation Services. Contact information is noted in step 6. Aaron checks the vehicle in and assigns a vehicle number to it before sending the paperwork to Lisa Fortner, Risk Management, phone 494-8104, lyfortne@purdue.edu .

8	Certificate of Origin (title) and ST108 Tax Exemption Form.	Transportation	Number assigned and Transportation approval delivered to Risk Management (Lisa Fortner) along with the Certificate of Origin (title) and an ST108 Tax Exemption Form. The vendor/dealer will issue the ST108 Tax Exemption form to Purdue University showing that they did NOT charge sales tax on the purchase of the trailer.
9	Title	Dealer	Title should be as follows: The Trustees of Purdue University, 2550 Northwestern Ave, Suite 1100 West Lafayette, IN 47906
10	Ownership	University	Once a trailer is titled to The Trustees of Purdue University it becomes the sole property of the University. The University will maintain possession of the trailer.
11	Vehicle to pull the trailer.	Club Officer	The vehicle used to pull the trailer must meet the safety and weight standards for the trailer and load. The insurance on the vehicle pulling the trailer will be liable for any accidents. It is recommended that the only vehicles used to pull the trailer are Purdue University vehicles or vehicles rented from rental agencies. Trucks rented from vehicle rental agencies are covered by Purdue University insurance, which should be noted on the rental agreement, per Risk Management.
12	Trailer Uses	Club Officer	The trailer will only be used for hauling purposes in and around campus or to approved competitions. The trailer is NOT to be used for personal reasons/hauling.
13	Storage	Club Officer	Trailers should be stored where noted and arranged during the purchase process. If the storage location needs to be updated for any reason, officers should contact BOSO for guidance.
14	Annual Inspection	Club Officer/ Transportation	After initial inspection, trailers should be inspected by Transportation Services on an annual basis. Officers will be notified when the trailer is due for inspection. Officers should contact Aaron Veach, Transportation Shop Manager in Transportation Services, to schedule an appointment for inspection. Contact information is noted in step 6. Necessary maintenance and repairs will be completed and billed to the student organization.