

February 20th, 2025

Office of Procurement and Contracts – Information Circular 25-04

Subject: Prior Authorization Type Code: USE

During the COVID pandemic the selection of new vehicles was severely limited. Manufacturers and dealers were no longer incentivized to issue contracts for vehicle purchases; thus, these agreements expired. Lacking a contract, agencies required a way to quickly procure available vehicles (i.e. – on the lot). In order to accommodate these needs, the Office of Procurement and Contracts (OPC) allowed the PA type code “USE” to be used to purchase new, in-stock vehicles.

Since the pandemic has passed, effective March 3rd, 2025, OPC will no longer allow prior authorizations (PA Type - “USE”) for the purchase of new vehicles. This type code is restricted to **used** vehicles and equipment.

Statute requires that vehicles, like other commodities, to be competitively bid. Agencies should work with their procurement staff to create a bid event for new vehicles. This requisition will be entered into SMART and processed by the OPC staff. These bids may be posted as RFQs; however, the agency procurement contact should engage with OPC staff regarding the specifics of each event.

OPC will continue to seek national manufacturer contracts if they become available.