

Number: PPD - 0903
Subject: Purchasing or Leasing Vessels

Before attempting to obtain a new or used vessel for programmatic or departmental use, the potential acquisition must be discussed with the [Director of Marine Operations](#). The purposes of the discussion are to determine what specific capabilities are needed, what type of vessel (length, hull style, equipment, manufacturer, etc.) will provide those capabilities, and whether or not any vessel presently in Virginia Institute of Marine Science's (VIMS) fleet meets or can reasonably be made to meet those requirements. Generally, use of an existing vessel is preferable to expanding the fleet.

In order to assure that the acquisition of a boat or other vessel or watercraft does not overly tax the ability of VIMS to maintain its fleet and to verify that the necessary and appropriate filings of ownership, insurance, operational responsibility, etc. will be completed, no new or used boat, vessel, or watercraft may be acquired by purchase or gift or leased without the express approval of the Section or Center Head of the person requesting the acquisition, the, the [Director of Marine Operations](#), [Chief Operations Officer](#), and the [Budget Director](#). This policy applies without regard to the source of funds (institutional, grant or contract, private) to be used for the purchase or lease and pertains equally to acquiring a vessel to replace an existing vessel. Approval may be requested by circulating a memo to the individuals listed above explaining the specifics of the acquisition and the reasons the acquisition is needed. In addition to providing satisfactory justification for the acquisition, it will be necessary to make arrangements with the [Director of Marine Operations](#) concerning responsibility for maintenance, status of use (reserved to the acquiring program or section, general fleet use, etc.) before approval to purchase or lease may be granted. Consideration must be given to the disposition of the vessel once the project for which it was acquired terminates. Once each of the individuals noted above has indicated approval of the acquisition by signing the memo, the acquisitions process may continue. Any vessel purchased or leased must adhere to all safety and operational policies and procedures outlined by the Marine Operations department.

This request and approval to purchase or lease is in addition to the routine purchase requests and other authorizations to expend VIMS' funds.

Additionally, acquisition of major equipment, *e.g.* (outboard) motors, for programmatically managed vessels must also be coordinated with the [Director of Marine Operations](#). The operational experience of the Marine Operations Department with regard to reliability, service requirements, operational costs, etc. can guide the selection of engines and other major components. Also, such coordination will help assure operational and service compatibility of all VIMS vessels.

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