



March 13, 2024

Extension Services Department 4821

Justification for purchase of 12-passenger van

Extension Services needs a 12-passenger van primarily for the Richmond County 4-H department to use to transport Richmond County youth participating in Georgia 4-H events throughout the state, such as District Project Achievement, 4-H Day at the Capitol, Senior Conference, Junior Rally, Senior Camp, Senior Extreme Camp, Wilderness Challenge Camp, State 4-H Council, Cloverleaf Camp, Junior Camp, State 4-H Congress, Weekend in the Classic City, Junior Conference, Fall Forum, and various other specialty educational and competition events. Richmond County 4-H Clubs also need this vehicle to provide transportation for Richmond County 4-H'ers to attend their monthly club meetings, field trips, and community service projects held at various locations throughout the Augusta-area. Our largest issue for youth who are not able to participate in 4-H activities is a lack of consistent transportation. Richmond County Extension believes this van will help eliminate this ongoing issue.

In addition, Agriculture and Natural Resources, Family and Consumer Sciences, Expanded Food and Nutrition Education Program, and the Augusta Area Master Gardener Program would use this vehicle to transport supplies and participants to local programming events. All staff in Extension Services would use this vehicle to travel to training events throughout Georgia scheduled by the University of Georgia Extension.



Preview Order F683 - U4X 350 HD High Roof Pass RWD: Order Summary Time of Preview: 03/01/2024 12:04:38 Receipt: 9/20/2023

Dealership Name: Gerald Jones Ford

Sales Code : F21215

Dealer Rep.	Brian Stewart	Type	Retail	Vehicle Line	Transit	Order Code	F683
Customer Name	E Richmond county 4h	Priority Code	07	Model Year	2024	Price Level	430

DESCRIPTION	MSRP	DESCRIPTION	MSRP
U4X0 T350HD HR PASS XLT RWD	\$58035	CV LOT MANAGEMENT	\$0
148" WHEELBASE	\$0	FRONT LICENSE PLATE BRACKET	\$0
OXFORD WHITE	\$0	10100# GVWR PACKAGE	\$0
CLOTH	\$0	50 STATE EMISSIONS	\$0
DARK PALAZZO GRAY	\$0	ELEC AIR TEMP CONTROL	\$0
PREFERRED EQUIPMENT PKG.302A	\$0	FRONT OVERHEAD SHELF	\$75
XLT TRIM	\$0	PRIVACY GLASS	\$500
3.5L PFDI V6 (GAS)	\$0	E-85 FLEX FUEL CAPABLE	\$0
10-SPEED TRANSMISSION	\$0	FUEL CHARGE	\$0
195/75R16C BSW ALL-SEASON	\$0	PRICED DORA	\$0
4.10 LIMITED SLIP AXLE	\$0	DESTINATION & DELIVERY	\$2095
JOB #1 ORDER	\$0		
TOTAL BASE AND OPTIONS			MSRP
DISCOUNTS			\$60705
TOTAL			NA
			\$60705

Customer Name:

Customer Email:

Customer Address:

Customer Phone:

Customer Signature

Date

This is not an Invoice.



MARY ALICE JONES

Master Certified Commerical/Fleet
Consultant

majones0319@comcast .net
mjones@gjauto.com

Ford
Main 706-738-8000, Ext. 2015
Cell 706-829-1798
3480 Wrightsboro Rd.
Augusta, GA 30909



UNIVERSITY OF GEORGIA
EXTENSION



Richmond County Extension
602 Greene Street
Augusta, Georgia 30901
TEL 706-821-2350 | FAX 706-821-2584
ecvaughn@uga.edu
ugaextension.org/richmond

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GERALD JONES FORD, LLC

3480 Wrightsboro Rd. • Augusta, GA 30909
Phone 706.738.8000 • Fax 706.261.8006



LINCOLN

Date: 03/15/2024

Salesperson: Mary Jones

Manager: Charlie Sellers

FOR INTERNAL USE ONLY

BUSINESS NAME RICHMOND COUNTY 4 H
CONTACT EDWARD CAMPBELL VAUGHN

Home Phone: _____

Address: 602 GREENE ST
AUGUSTA, GA 30901
RICHMOND

Work Phone: (706) 821-2350

E-Mail: ecvaughn@uga.edu

Cell Phone: (706) 466-4787

VEHICLE

Stock #: 574178

New / Used: New

VIN: 1FBVU4X86RKA27433

Mileage: 34

Vehicle: 2024 Ford Transit-350 Passenger

Color: Oxford White

Type: _____

U4X

TRADE IN

Payoff: _____

VIN: _____

Mileage: _____

Vehicle: _____

Color: _____

Type: _____

Market Value Selling Price

60,705.00

Total Purchase

60,705.00

Secure Etch

299.00

Dealer Services Fee

489.50

E.T.R.

56.95

Trade Allowance

Trade Difference

Title Fee

43.00

MVWRF

3.00

Trade Payoff

Cash Deposit

1,000.00

Balance

60,596.45

Customer Approval: _____

Management Approval: _____

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval.

For Information Only. This is not an offer or contract for sale.



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Sales Code : F21215

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DESCRIPTION	MSRP	DESCRIPTION	MSRP
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OXFORD WHITE	\$0	10100# GVWR PACKAGE	\$0
CLOTH	\$0	50 STATE EMISSIONS	\$0
DARK PALAZZO GRAY	\$0	ELEC AIR TEMP CONTROL	\$0
PREFERRED EQUIPMENT PKG.302A	\$0	FRONT OVERHEAD SHELF	\$75
.XLT TRIM	\$0	PRIVACY GLASS	\$500
3.5L PFDI V6 (GAS)	\$0	E-85 FLEX FUEL CAPABLE	\$0
.10-SPEED TRANSMISSION	\$0	FUEL CHARGE	\$0
195/75R16C BSW ALL-SEASON	\$0	PRICED DORA	\$0
4.10 LIMITED SLIP AXLE	\$0	DESTINATION & DELIVERY	\$2095
JOB #1 ORDER	\$0		
TOTAL BASE AND OPTIONS			MSRP
DISCOUNTS			\$60705
TOTAL			NA
			\$60705

Customer Name:
Customer Address:

Customer Email:

Customer Phone:

Customer Signature

Date _____

This is not an invoice.

RICHMOND COUNTY 4H

201018151

10/03/22 162330

1000.00

Payment Received:

SALES CC Approval Number RICHMOND

Total Received: 1000.00
1000.00

Payment Applied To: ORDER UNIT--RICHMOND COUNTY 4H

2300 : RC4H : 201018151

Total Applied: 1000.00
1000.00

161840: 1000.00
4333 060110-150111
EVAL: 1000.00
060110-150111

Merchant ID: 948205688
Term ID: 0666

As: 1000.00

MASTERCARD

XXXXXXXXXXXX

10: 0000000000

Entry Mch: 10/03/22

Approved: 10/03/22

Batch: 000000

10/03/22

Inv# 000000

Total: 1000.00

Make: Issuer
TVR: 0000000000
JAL: 0110000000
0000000000
ISI: 0000
ARC: 00

I agree to pay
according to law
(Merchant agrees)

COUNTY RICHMOND

Merchant Copy

THANK YOU



MARY ALICE JONES

Master Certified Commercial/Fleet
Consultant

majones0319@comcast.net
mjones@gjauto.com

Ford

Main 706-738-8000, Ext. 2015
Cell 706-829-1798

3480 Wrightsboro Rd.
Augusta, GA 30909

Laquona Sanderson

From: Donna Williams
Sent: Wednesday, March 20, 2024 11:20 AM
To: Mary Siverhus; Laquona Sanderson; Campbell Vaughn
Subject: RE: [EXTERNAL] RE: New Extension 4-H Van
Attachments: 2023 w-9 signed.pdf

We can certainly deposit it, but Augusta-Richmond County would be better
Here's a w-9 if you need it

donna

From: Mary V Siverhus <Mary.Siverhus@uga.edu>
Sent: Wednesday, March 20, 2024 10:28 AM
To: Laquona Sanderson <LSanderson@augustaga.gov>; Campbell Vaughn <ecvaughn@uga.edu>
Cc: Donna Williams <DWilliams@augustaga.gov>
Subject: [EXTERNAL] RE: New Extension 4-H Van

Good morning, We are preparing the check to deliver the funds for the van to Finance. Should the check be payable to City of Augusta?

Thank you,

Ginny Siverhus
Richmond County Extension | *Administrative Assistant*
602 Greene Street | Augusta, GA 30901

p: [706-821-2350](tel:706-821-2350)
e: mary.siverhus@uga.edu
w: www.ugaextension.org/richmond



From: Laquona Sanderson <LSanderson@augustaga.gov>
Sent: Friday, March 15, 2024 3:55 PM
To: CAMPBELL VAUGHN <ecvaughn@uga.edu>
Cc: Donna Williams <DWilliams@augustaga.gov>; Mary V Siverhus <Mary.Siverhus@uga.edu>
Subject: RE: [EXTERNAL] FW: New Extension 4-H Van

[EXTERNAL SENDER - PROCEED CAUTIOUSLY]

Ok. Once that is complete let me know so we can proceed.

From: CAMPBELL VAUGHN <ecvaughn@uga.edu>
Sent: Friday, March 15, 2024 3:16 PM
To: Laquona Sanderson <LSanderson@augustaga.gov>

Cc: Donna Williams <DWilliams@augustaga.gov>; Mary Siverhus <mary.siverhus@uga.edu>

Subject: RE: [EXTERNAL] FW: New Extension 4-H Van

We are waiting for funds from an investment account to be distributed. I am hoping to see the money by the end of next week.

Thanks,

Campbell Vaughn

Agriculture and Natural Resources Agent
UGA - Augusta Richmond County Extension
602 Greene Street
Augusta, GA 30901-1428

Phone: 706-821-2350 | Fax: 706-821-2584



From: Laquona Sanderson <LSanderson@augustaga.gov>

Sent: Friday, March 15, 2024 3:07 PM

To: CAMPBELL VAUGHN <ecvaughn@uga.edu>

Cc: Donna Williams <DWilliams@augustaga.gov>; Mary V Siverhus <Mary.Siverhus@uga.edu>

Subject: RE: [EXTERNAL] FW: New Extension 4-H Van

[EXTERNAL SENDER - PROCEED CAUTIOUSLY]

This information is good for the Fleet side. We cannot proceed without funding. When will check be delivered to Finance?

From: CAMPBELL VAUGHN <ecvaughn@uga.edu>

Sent: Friday, March 15, 2024 2:59 PM

To: Laquona Sanderson <LSanderson@augustaga.gov>

Cc: Donna Williams <DWilliams@augustaga.gov>; Mary Siverhus <mary.siverhus@uga.edu>

Subject: [EXTERNAL] FW: New Extension 4-H Van

I think this what you need from us. If we missed anything, let us know.

Thanks,

Campbell Vaughn

Agriculture and Natural Resources Agent
UGA - Augusta Richmond County Extension
602 Greene Street
Augusta, GA 30901-1428

Phone: 706-821-2350 | Fax: 706-821-2584



From: Mary V Siverhus <Mary.Siverhus@uga.edu>
Sent: Friday, March 15, 2024 1:47 PM
To: CAMPBELL VAUGHN <ecvaughn@uga.edu>
Subject: RE: New Extension 4-H Van

Just need to figure out the date that we'll be able to submit funds to Finance. The attachment has all of the other information that LaQuona has requested – detailed justification for van, van pricing sheet, receipt for \$1,000 deposit (yes it counts towards the purchase and is shown in the van pricing sheet details), and Gerald Jones contact (copy of Mary Jones' business card).

Thank you,

Ginny Siverhus
Richmond County Extension | *Administrative Assistant*
602 Greene Street | Augusta, GA 30901

p: [706-821-2350](tel:706-821-2350)
e: mary.siverhus@uga.edu
w: www.ugaextension.org/richmond



From: CAMPBELL VAUGHN <ecvaughn@uga.edu>
Sent: Wednesday, March 13, 2024 1:20 PM
To: Mary V Siverhus <Mary.Siverhus@uga.edu>
Subject: FW: New Extension 4-H Van

FYI

Thanks,

~~~~~  
**Campbell Vaughn**  
Agriculture and Natural Resources Agent  
UGA - Augusta Richmond County Extension  
602 Greene Street  
Augusta, GA 30901-1428

Phone: 706-821-2350 | Fax: 706-821-2584



**From:** Laquona Sanderson <[LSanderson@augustaga.gov](mailto:LSanderson@augustaga.gov)>  
**Sent:** Wednesday, March 13, 2024 12:48 PM  
**To:** CAMPBELL VAUGHN <[ecvaughn@uga.edu](mailto:ecvaughn@uga.edu)>



Cc: Donna Williams <[DWilliams@augustaga.gov](mailto:DWilliams@augustaga.gov)>; Kaycee Braswell <[KBraswell@augustaga.gov](mailto:KBraswell@augustaga.gov)>; Hope Goodwin <[HGoodwin@augustaga.gov](mailto:HGoodwin@augustaga.gov)>; Ron Lampkin <[RLampkin@augustaga.gov](mailto:RLampkin@augustaga.gov)>; Darrell White <[DWhite2@augustaga.gov](mailto:DWhite2@augustaga.gov)>  
Subject: New Extension 4-H Van

[EXTERNAL SENDER - PROCEED CAUTIOUSLY]

Campbell,

As discussed, there is some information that Fleet Management will need to help complete the purchase of the van.

Please provide the following information:

- Van pricing sheet (to include attachments or additions)
- Date funds will be submitted to Finance
- Detailed justification for van purchase
- Gerald Jones Contact
- Receipt for \$1,000 deposit (does it count towards the purchase?)

Once Finance receives funds, we will be able to obtain the account number that will be used for the purchase. Next, we will submit this information to Procurement for approval to proceed with requesting Commission Approval. Once Commission approval letter is received, we will acquire a purchase order for Gerald Jones. The van will be delivered to Fleet Management to be entered into the asset management system and we will process necessary title work. After the tag is received, we will issue the van to UGA.

This process may take a month at the least due to purchasing guidelines that we must follow.

Feel free to contact me with any questions or concerns.

Thank you,

LaQuona Sanderson

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**LaQuona Sanderson | Fleet Manager**  
**Augusta – Richmond County | Central Services Department**  
1568 Broad Street Bldg. C | Augusta, Georgia 30904  
(p) 706-821-2892 | (c) 706-836-2853  
[LSanderson@augustaga.gov](mailto:LSanderson@augustaga.gov) | [www.augustaga.gov](http://www.augustaga.gov)



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## Laquona Sanderson

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**From:** Donna Williams  
**Sent:** Wednesday, March 13, 2024 11:45 AM  
**To:** Laquona Sanderson  
**Subject:** RE: [EXTERNAL] New Extension 4-H Van  
**Attachments:** RE: [EXTERNAL] New Extension 4-H Van

He sent this back.

**From:** Laquona Sanderson <LSanderson@augustaga.gov>  
**Sent:** Wednesday, March 13, 2024 11:38 AM  
**To:** Donna Williams <DWilliams@augustaga.gov>  
**Subject:** RE: [EXTERNAL] New Extension 4-H Van

Seems like they proceeded to purchase, and the van is here, and we are just finding out. Yay!

Let me know if you talk to him before I do and I will let you know.

**LaQuona Sanderson | Fleet Manager**  
**Augusta – Richmond County | Central Services Department**  
1568 Broad Street Bldg. C | Augusta, Georgia 30904  
(p) 706-821-2892 | (c) 706-836-2853  
[LSanderson@augustaga.gov](mailto:LSanderson@augustaga.gov) | [www.augustaga.gov](http://www.augustaga.gov)



**From:** Donna Williams <[DWilliams@augustaga.gov](mailto:DWilliams@augustaga.gov)>  
**Sent:** Wednesday, March 13, 2024 9:45 AM  
**To:** Laquona Sanderson <[LSanderson@augustaga.gov](mailto:LSanderson@augustaga.gov)>  
**Subject:** FW: [EXTERNAL] New Extension 4-H Van

Seems someone typed your email address wrong. when I forwarded the message below it kicked back.  
Don't know how many you missed.

donna

**From:** Donna Williams  
**Sent:** Tuesday, March 12, 2024 9:21 AM  
**To:** CAMPBELL VAUGHN <[ecvaughn@uga.edu](mailto:ecvaughn@uga.edu)>; Takiyah A. Douse <[TDouse@augustaga.gov](mailto:TDouse@augustaga.gov)>; [lsanderson@augustaga.gov](mailto:lsanderson@augustaga.gov);  
Teresa Manuel <[tmanuel@augustaga.gov](mailto:tmanuel@augustaga.gov)>; Hope Goodwin <[HGoodwin@augustaga.gov](mailto:HGoodwin@augustaga.gov)>  
**Subject:** RE: [EXTERNAL] New Extension 4-H Van



Whoa.  
No "cash" payment

2 years ago I outlined what had to happen in the email I've attached above. If Augusta owns the van, Augusta makes the payment and accepts the grant from Jefferson. Don't go any further without more discussion. I've got several conf calls this morning and committee mtgs this afternoon.

**From:** CAMPBELL VAUGHN <[ecvaughn@uga.edu](mailto:ecvaughn@uga.edu)>  
**Sent:** Monday, March 11, 2024 4:12 PM  
**To:** Takiyah A. Douse <[TDouse@augustaga.gov](mailto:TDouse@augustaga.gov)>; Donna Williams <[DWilliams@augustaga.gov](mailto:DWilliams@augustaga.gov)>;  
[lsanderson@augustaga.gov](mailto:lsanderson@augustaga.gov); Teresa Manuel <[tmanuel@augustaga.gov](mailto:tmanuel@augustaga.gov)>; Hope Goodwin <[HGoodwin@augustaga.gov](mailto:HGoodwin@augustaga.gov)>;  
[rsea@augustaga.gov](mailto:rsea@augustaga.gov)  
**Cc:** Mary Siverhus <[mary.siverhus@uga.edu](mailto:mary.siverhus@uga.edu)>; Campbell Vaughn <[ecvaughn@uga.edu](mailto:ecvaughn@uga.edu)>; Commissioner Brandon Garrett <[BGarrett@augustaga.gov](mailto:BGarrett@augustaga.gov)>  
**Subject:** [EXTERNAL] New Extension 4-H Van

Hey Everybody,  
I wanted to reach out to everyone about the brand new, fresh off the assembly line van that our Extension office purchased. We ordered the van in October of 2022 and it is just arriving this week. The Extension Office used funds from local partners and some savings we have accumulated over the past years to purchase the van. We will pay hopefully pay Gerald Jones Ford cash for the vehicle later this week.

When this process started, it was difficult to get a direct answer about how the city would want to title, maintain and insure the new van. We have money in our budget this year to do what we need to do with the van from a finance perspective for fuel and some general maintenance, but I need to get the details on all we need to do to take possession, get it in the fleet management system and then start using it for our 4-H programming.

Speaking with Gerald Jones, they will need how to title the vehicle (which I was told should be with Augusta Richmond County). They would also need a letter for tax exemption for the sales taxes due as well as insurance information.

The reason I am reaching out to all parties involved is to let everyone be aware of what is going on and to help me find an avenue to find all of these answers.

I appreciate any feedback you might be able to give me.

Thanks,  
**Campbell Vaughn**  
Agriculture and Natural Resources Agent  
UGA - Augusta Richmond County Extension  
602 Greene Street  
Augusta, GA 30901-1428

Phone: 706-821-2350 | Fax: 706-821-2584



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