VEHICLE PURCHASE REQUEST FORM

Note: Only Fleet Services is authorized to purchase passenger-type vehicles.

INSTRUCTIONS FOR PART 1
Departments may purchase trucks or cargo vans. If you are not sure of the correct organization name or agency number, please contact your fiscal area for assistance. Generally 208 is Education and 229 is Cooperative Extension. For state contract numbers, please go to procurement.vt.edu/departments/statecontracts.html.

Contact Fleet Services for assistance at 540-231-6141

Contact Name: ___________________________ Phone Number: ___________________________

Organization Name: ___________________________ Organization Number: ___________________________

Agency Number: 208  229

Banner Fund Number (For License Plates, Fuel, and Maintenance): ___________________________

Number of Vehicles Currently Owned by Organization: ___________________________

Type of Vehicle Requested: ___________________________

State Contract Number: ___________________________

Area of Operation (City or County): ___________________________

Anticipated Annual Mileage: ___________________________

INSTRUCTIONS FOR PART 2
If the state contracts do not meet your needs, please justify below. Contracts can be found at procurement.vt.edu/departments/statecontracts.html

Justification for Not Using State Contract:
INSTRUCTIONS FOR PART 3
If this vehicle is a replacement, complete part 3; if it is not go to part 4.

License Number of Vehicle to be surplussed: ________________________________

Vehicle Identification Number: ________________________________

Odometer Reading: ________________________________

Justification for Replacement if Less than 100,000 Miles:

INSTRUCTIONS FOR PART 4
If vehicle requested is an additional vehicle please provide justification below.

INSTRUCTIONS FOR PART 5
If vehicle is being used to drive between home and office, it is considered commuting.

Will this vehicle be used for commuting?  ☐ Yes  ☐ No

If yes, please explain the need for commuting:
VEHICLE MAINTENANCE
All fuel on and off campus and all maintenance must be reported by May 31 of each year. Current odometer readings must also be reported by May 31 of each year. Information can be entered using the license plate number at fleetcommander.vpas.vt.edu. For assistance, call Fleet Services at 540-231-6141.
I have read, understand, and agree to abide by University Policy 5500 (policies.vt.edu/assets/5500.pdf). This policy includes vehicle maintenance and providing required reports to Fleet Services in a timely manner.

Department Head’s Signature: ______________________________________________________________

Requester’s Signature: _________________________________________________________________

Email: ____________________________ Date: ____________________________

Return completed form at fs@vt.edu or Fleet Services, MC 0519. Approved form must be attached in HokieMart.

OFFICE USE ONLY

☐ Approved       ☐ Disapproved       Date: ____________________________

Manager of Fleet Services: ________________________________________________________________