



## 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](http://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](http://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 surplus: \_\_\_\_\_

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](https://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](https://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](mailto: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: \_\_\_\_\_