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

Contract 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:

FS-1
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: ______________________________________________