



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

Approved  Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

AGENCY/BILL CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE NO. \_\_\_\_\_ EXT \_\_\_\_\_ DATE \_\_\_\_\_

FUND # \_\_\_\_\_ DEPT # \_\_\_\_\_ UNIT # \_\_\_\_\_

### VEHICLE MISSION

What type of request is this?  Replacement vehicle (go to next section)  Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE \_\_\_\_\_

Est. # of days per week used \_\_\_\_\_ Est. # of miles per month used \_\_\_\_\_

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle  New Vehicle  Used Vehicle Used Vehicle Mileage \_\_\_\_\_

Who owns this vehicle?  Leased from Fleet  Agency Owned DOC ID \_\_\_\_\_

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ FUEL TYPE \_\_\_\_\_

NEW VEHICLE CLASS/DESCRIPTION \_\_\_\_\_

DEALERSHIP \_\_\_\_\_ PURCHASE PRICE \_\_\_\_\_

USED VEHICLE VIN# \_\_\_\_\_

### DECOMMISSIONED VEHICLE

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

YEAR \_\_\_\_\_ MILEAGE \_\_\_\_\_ LICENSE # \_\_\_\_\_

VIN # \_\_\_\_\_

DECOMMISSIONING METHOD \_\_\_\_\_ DEFERRED \_\_\_\_\_

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only \_\_\_\_\_

APPROVED  DECLINED

EXECUTIVE DIRECTOR, FMO \_\_\_\_\_ DATE \_\_\_\_\_