

Virginia Tech Fleet Services VEHICLE PURCHASE REQUEST FORM

Instructions for Part 1	
<p>Departments may purchase trucks or cargo vans. Only Fleet Services is authorized to purchase passenger-type vehicles. If you are not sure of the correct organization name or agency number, please contact you fiscal area for assistance. Generally 208 is Education and 229 is Cooperative Extension. For state contract number, please go to http://www.purch.vt.edu/ and then click on Information for Departments, then State Contracts. Click on website under Policy section.</p> <p style="text-align: center;">Contact Manager of Fleet Services for assistance at 231-9927.</p>	
Contact Name:	Phone Number:
Organization Name:	Organization Number:
Agency Number:	208 <input type="checkbox"/> 229 <input type="checkbox"/>
Banner Fund Number (For License Processing):	
Number of Vehicles 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 may be found at http://www.puch.vt.edu .	
JUSTIFICATION FOR NOT USING STATE CONTRACT	

Instructions for Part 3			
If this vehicle is a replacement, complete Part 3; if it isn't, go to Part 4.			
License Number of Vehicle to be Surplused:			
Vehicle Identification Number:			
Odometer Reading:			
JUSTIFICATION FOR REPLACEMENT IF LESS THEN 100,00 MILES			
Instructions for Part 4			
If vehicle requested is an additional vehicle please provide justification below.			
Instruction for Part 5			
If vehicle is being used to drive between home and office, it is considered commuting. Will the vehicle be used for commuting? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain the need for commuting.			
AUTHORIZED DEPARTMENTAL SIGNATURE			
DATE		E-Mail:	

FLEET SERVICES USE ONLY	
APPROVED : <input type="checkbox"/>	
DISAPPROVED: <input type="checkbox"/>	
MANAGER OF FLEET SERVICES	
DATE	