

## VEHICLE REPLACEMENT PROCESS

### INSTRUCTIONS

1. Review the Vehicle Replacement List to verify recommended Replacement Type is suitable for the application as compared to the vehicle being replaced
2. Select the Vehicle Options
  - a. Using the Vehicle Options Catalog complete an options worksheet for each vehicle on the replacement list
  - b. Under the appropriate catalog worksheet, enter the Equipment ID of the vehicle being replaced, select the needed option(s) and vehicle color choice
  - c. If a different vehicle type is needed from what is being recommended, please make sure you choose the appropriate catalog worksheet to be completed (*all non-like for like vehicle replacement types will require justification*)
  - d. ONLY submit the catalog worksheets that correspond with the replacement list, DO NOT send blank pages of the catalog worksheet
3. Additional units requested
  - a. When requesting additional vehicles to offset mileage reimbursements or operational needs, please complete the appropriate Vehicle Options Catalog worksheet for each additional vehicle
  - b. When completing the catalog worksheet for additional vehicles, the Equipment ID field should be noted as: “Agency Code ADD 01”, “Agency Code ADD 02” (e.g. JFS ADD 01, JFS ADD 02) and so forth for each additional vehicle being requested
4. In the event that a needed replacement vehicle type is not listed in the Vehicle Options Catalog, please contact our office at (614) 466-6607.
5. Sign and return the completed Vehicle Replacement List, Vehicle Options Catalog Worksheet (for each vehicle listed) and any supporting documentation regarding changes to the OFM Fleet mailbox at: [dasfleet@das.ohio.gov](mailto:dasfleet@das.ohio.gov) by close of business Friday, October 14, 2016. Please use “2017 Order Confirmation” as the email subject.

The Vehicle Options Catalog is being sent via email, and will also be on our website at the following link: [Office of Fleet Management - 2017 Vehicle Options Catalog](#)

*The State of Ohio is an equal opportunity employer.*