



Requests for an ADDITIONAL vehicle(s) require a letter from head of agency justifying & approving an addition to the agency's fleet.

VEHICLE PURCHASE / LEASE JUSTIFICATION FORM

Agency: _____

Person Completing This Form: _____

Telephone Number: _____

This Vehicle Request is a: REPLACEMENT ADDITION

SALVAGE VEHICLE INFO

License #: _____

VIN: _____

Year: _____ Make: _____ Model: _____

Current Mileage: _____ Date: _____

Beginning Fiscal Year Mileage: _____ Miles Driven This Fiscal Year: _____

REPLACEMENT VEHICLE INFO

Who will drive the vehicle? (Position/Title): _____

Other than the driver, how many passengers will the vehicle normally transport? (Positions/titles): _____

New Vehicle DAS authority New Vehicle exempt: Reason: _____

Give approximate number of miles to be driven per year: _____

Provide a brief narrative explaining what the vehicle will be used for and list any special equipment routinely transported:

Will the vehicle be used to commute? YES NO

If yes, estimated yearly commute mileage: _____