

Vehicle Justification

1. What is the Intended use of the vehicle and the daily functions it must perform?
2. What is the anticipated average monthly mileage of official use?
3. What is the vehicle type requested and what is needed (specifications) to perform the job for which it is intended?
4. What Funds are budgeted for vehicle purchase or lease? Specify fund/center and project. Verify that funds are available.
5. Will this purchase replace an existing vehicle or add to the State fleet? If replacing an existing vehicle, specify the make, model, year, VIN, Mileage and Commission number. If expanding the fleet, you must obtain email documentation of pre-approval from the State Budget Agency and OMB. Attach the pre-approval email to the requisition. A strong justification for addition to the fleet must accompany the requisition.
6. What considerations have been given to consolidating vehicle use? Can one vehicle be used to accommodate two or more needs?
7. Are you replacing a vehicle with less than 125,000 miles? Fleet Services requires a most vehicle to have 125,000 miles before replacement, unless mechanical problems require the vehicle to be replaced earlier. If replacing a vehicle with less than 125,000 miles, document the history of mechanical problems that justify the vehicle being replaced.
8. Is a flex fuel option available for the Make/Model of vehicle requisitioned? If available, was the option selected? If an available flex fuel option was not selected, provide explanation for that decision.