

## VEHICLE PURCHASE REQUEST FORM

**Note:** Only Fleet Services is authorized to purchase passenger-type vehicles.

### INSTRUCTIONS FOR PART 1

Departments may purchase trucks or cargo vans. If you are not sure of the correct organization name or agency number, please contact your fiscal area for assistance. Generally, 208 is Education and 229 is Cooperative Extension. For state contract numbers, please go to [procurement.vt.edu/departments/statecontracts.html](http://procurement.vt.edu/departments/statecontracts.html).

Contact Fleet Services for assistance at 540-231-6141

Contract Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Organization Number: \_\_\_\_\_

Agency Number:     208         229

Banner Fund Number (For License Plates, Fuel, and Maintenance): \_\_\_\_\_

Number of Vehicles Currently 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 can be found at [procurement.vt.edu/departments/statecontracts.html](http://procurement.vt.edu/departments/statecontracts.html)

Justification for Not Using State Contract:

### INSTRUCTIONS FOR PART 3

If this vehicle is a replacement, complete part 3; if it is not, go to part 4.

License Number of Vehicle to be surplussed: \_\_\_\_\_

Vehicle Identification Number: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_

Justification for Replacement if Less than 100,000 Miles:

### INSTRUCTIONS FOR PART 4

If vehicle requested is an additional vehicle, please provide justification below.

### INSTRUCTIONS FOR PART 5

If vehicle is being used to drive between home and office, it is considered commuting. Will this vehicle be used for commuting?      Yes                  No

If yes, please explain the need for commuting:

PARKING:

- ▶ **Blacksburg Campus:** State vehicles may park in any Virginia Tech space except those designated as reserved for those persons displaying state-authorized DMV disabled placards or plates.
- ▶ **Academic Building One in Alexandria Campus:** All vehicles, to include state vehicles, must pay to park at this campus. Travelers may file a travel reimbursement through the sponsoring department for parking costs just as they would at other non-VT facilities.
- ▶ **Other Virginia Tech Facilities:** Parking rules are set by the operators of those non-VT owned facilities.

VEHICLE MAINTENANCE

All fuel on and off campus and all maintenance must be reported by May 31 of each year. Current odometer readings must also be reported by May 31 of each year. Information can be entered using the license plate number at [fleetcommander.vpas.vt.edu](https://fleetcommander.vpas.vt.edu). For assistance, call Fleet Services at 540-231-6141.

**I have read, understand, and agree to abide by University Policy 5500 ([policies.vt.edu/assets/5500.pdf](https://policies.vt.edu/assets/5500.pdf)). This policy includes vehicle maintenance and providing required reports to Fleet Services in a timely manner.**

Department Head's Signature: \_\_\_\_\_

Requester's Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Return completed form at [fs@vt.edu](mailto:fs@vt.edu) or Fleet Services, MC 0519. Approved form must be attached in HokieMart.

<b>OFFICE USE ONLY</b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date: _____
Manager of Fleet Services: _____		

Updated: January 23, 2025