

*Please include a copy of your vehicle quote.*

*If you do not have a dealer quote, please contact The Office of Fleet Management prior to submission.*

**Date of Request:**

**Department:**

**Contact Name:**

**Contact Phone #:**

**Acquisition Type:** Addition    Replacement    If replacement, please provide vehicle number being surpluses:

### **VEHICLE JUSTIFICATION**

*\*The following sections are requirement of USG, DOAS and OPB. Please provide detailed explanations\**

- 1. Why is the new/replacement vehicle needed?**
  
- 2. What will this replacement vehicle be utilized for if it is not the same as the original vehicle?**
  
- 3. If the new vehicle is not of the same type, please explain the difference.**
  
- 4. Explain any funding source other than state funds. Examples are indirect recoveries/tuition.**
  
- 5. How is the current vehicle used?**
  
- 6. Additional Information:**

#### **Ga Tech Fleet Management responses:**

If an underutilized vehicle cannot be used for the vehicle being replaced, explain why.

How much has been spent on repairs/maintenance in the last 12 months? This is regardless of the number of miles on the vehicle.