



*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.