

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.

Please return completed forms to Georgia Tech Fleet Management

Main Office: (404) 385-4232 / Fax: (404) 385-2401

Email: GTFleet@gatech.edu

<https://facilities.gatech.edu/fleet-services>