**Vehicle Purchases:**
When considering purchasing a vehicle or utility cart for department, please contact Vehicle Services Foreman, Patrick Robinson (706-721-8108), for assistance in purchasing or replacing state vehicles. Replacement vehicles must be turned in to Surplus to acquire another.

**5.1.1 Additional Vehicle Requests** - For each new vehicle requested, agencies shall demonstrate the following:

- All current agency vehicles are being used as originally presented for budget justification;
- The new vehicles are for additional staff or new program/unit;
- The new vehicles will be utilized a minimum of 14,000 miles per year for State business; and,
- All current agency vehicles will have current fuel and maintenance recorded in the Fleet Management Database.

**5.1.2 Replacement Vehicle Requests** - For each replacement vehicle requested, agencies shall demonstrate the following:

- The vehicle was destroyed or,
- The vehicle meets the replacement criteria established each budget cycle as determined by OPB, with input provided by DOAS. Criteria will be based upon comparison with other similar type vehicles:
  - Operating Service Months (Age)
  - Life-to-Date Miles
  - Average Operating Cost (less fuel)
  - Residual values at sale Operating Environment. And,
- The replacement vehicle will be "like kind". If not, written justification outlining the need to meet new operating requirements must be submitted to DOAS for approval.

All current agency vehicles are being used as originally presented for budget justification.

1. Department will work with Vehicle Services Foreman regarding vehicle selection.
2. The Vehicle Services Foreman will contact the vendors on the state contract to acquire the build sheets and email them to the department.
3. Once the department approves build sheet, return to Vehicle Services Foreman and the (CFC) funding source strand; request will be submitted to DOAS through Vital database.
4. Upon DOAS approval of the department’s vehicle replacement request, the vehicle Services Foreman will send all documents to the Facilities Operations, Business Operations Specialist 1, Andrea Dent (706-667-4045). The Business Operations Specialist 1, will then place the requisition in PeopleSoft and order requested vehicle.
5. A vehicle usually take 90 days to receive from the dealer, once the vehicle is received the Vehicle Services Foreman will install decals, numbers and have the vehicle tag.
6. The Vehicle Services Foreman will contact the department and let them know to bring the vehicle that needs to be surplus to Vehicle Services and then will be allowed to pick up the new vehicle.
7. The department will sign the New Vehicle Checklist sheet acknowledging the receipt of the vehicle.