



John McHugh
ACTING CABINET SECRETARY



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
2310 KANAWHA BLVD EAST
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25311

Kenny H. Yoakum
DIRECTOR

Memorandum

TO: Agency Fleet Coordinators

FROM: Hannah Elgin and Lori Harper
Fleet Management Division

DATE: October 18, 2024

SUBJECT: Vehicle Request Form Instructions

To submit a Vehicle Request, FMD has provided the form listed below on our website at https://fleet.wv.gov/AFC_Resources/Pages/default.aspx . The vehicle request forms are in a Microsoft Access Database and are intended to be completed electronically, printed, signed, approved by the agency's Cabinet Secretary (or equivalent level), submitted to our **FMD Fleet Coordinator inbox** at fmdfleetcoordinator@wv.gov or mailed to **2310 Kanawha Blvd E, Charleston, WV 25305**. If the request is approved, it will then be forwarded to the Governor's Office for the final approval.

The DOA-FM-059 – Vehicle Request Form needs to be completed in its entirety as is appropriate:

- *Replacing a vehicle in your fleet.*
 - ❖ When requesting a new vehicle, the agency must concurrently identify a vehicle for decommissioning. These purchases require the approval of the Cabinet Secretary or equal approval prior to submitting to the FMD Director as per the requirements of WV Code §5A-12. The Director will then submit the request to the Governor's Office Deputy Chief of Staff
- *Requesting a vehicle without a replacement (Increase to Fleet)*
 - ❖ To accommodate a change in mission, legislation, executive order, or Federal grant, requirements must be fully justified and will require the approval of the Cabinet Secretary or equivalent prior to submitting to FMD. Once FMD approves the request, it will then be forwarded to the Governor's Office Deputy Chief of Staff for final approval.

Vehicles intended for replacement must be five (5) years old and have 120,000 miles on the odometer or have sufficient justification presented that the maintenance cost exceeds the value of the vehicle

If you have any questions, please do not hesitate to contact:

Lori Harper – (304) 352-6079

Hannah Elgin – (304) 558-2614