Eric L. Householder
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: Fleet Management Division

DATE: October 29, 2025

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/agency-fleet-coordinator-resources-afc . 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), the agency's Governor's Office Representative (if the vehicle will be financed through Fleet Management), and submitted to the **FMD Fleet Coordinator inbox** at fmdfleetcoordinator@wv.gov or mailed to 2310 Kanawha Blvd E, Charleston, WV 25311.

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, and Governor's Office Representative, prior to submitting to the FMD Director as per the requirements of WV Code *5A-12.

- *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 before submission to FMD.

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 our office at:

1-855-817-1910 or **fmdfleetcoordinator@wv.gov**