



Mark D. Scott
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
2101 WASHINGTON STREET, EAST
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CHARLESTON, WEST VIRGINIA 25305-0121



Kenny H. Yoakum
DIRECTOR

Memorandum

TO: Agency Fleet Coordinators

FROM: Stephanie Lane, Fleet Coordinator
Fleet Management Division

DATE: October 13, 2022

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 at the agency's Cabinet Secretary (or equivalent level), submitted to FMD's Director Kenny Yoakum at Kenny.H.Yoakum@wv.gov or mail to 2101 Washington Street East, Charleston, WV 25305. If approved by the Fleet Management Division Director, it will then be forwarded to the Governor's Office for a 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 requires Cabinet Secretary or equivalent approval prior to submitting to FMD. Once FMD approves, it will then be forwarded to the Governor's Office Deputy Chief of Staff for a 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:
Stephanie Lane – (304) 558-2614
Kenny Yoakum – (304) 558-2106