

VEHICLE JUSTIFICATION FORM

Completed Forms Must Be Submitted To Patti Mooney in Procurement Services

In accordance with requirements issued by the State Institutions of Higher Learning (IHL) related to fleet management and the purchase of vehicles, please familiarize yourself with the following procedures:

1. All vehicle purchases now require prior approval from the Chancellor. Responsibility for this review and approval has been delegated to the Vice Chancellor for Administration and Finance. The form will be submitted by Procurement Services for approvals.
2. Effective February 26, 2014, all University Vehicles are to be ordered in white.

This required approval must precede any vehicle purchase, regardless of funding source, and **written justifications should be submitted to Patti Mooney in Procurement Services**. Please contact Patti at extension 7744 or patti@olemiss.edu if you have additional questions.

Mississippi Institutions of Higher Learning Executive Office
(Vehicle Justification and IEO Approval Form)

Form must Accompany Requisition for Vehicle Purchase or Lease

Date: _____

Department Requesting Vehicle: _____

Department Contact Name and Phone Number: _____

Is this a Lease or Purchase: Lease _____ Purchase: _____

Vehicle Description: Make, Model, Year, and Type (automobile, van, truck):

Justification related to the need and use for the vehicle lease/purchase (provide detailed explanation):

Is the vehicle replacing another vehicle? Yes _____ No _____

If yes, explain disposition of vehicle being replaced: _____

Cost Analysis Explanation:

Department Head Signature: _____ Date: _____

Institutional Executive Officer's Approval: _____ Date: _____

Requisition Number: _____