



Vehicle Replacement Justification Memo

Date: (Insert)
To: Fleet Manager, Facilities, Planning & Management
From: (Insert)
Subject: Vehicle Replacement Justification

I am requesting replacement of the following vehicle(s):

MAKE	MODEL	YEAR	MILES	TYPE (Regular, Diesel, Hybrid)	JUSTIFICATION

The undersigned certifies that this request for Governor’s approval meets all applicable state and federal statutes, rules, regulations, and guidelines. This certification is based upon al thorough and complete analysis of this request.

(Insert Title of Requestor)
(Insert Department of Requestor)

Fleet Manager
Facilities, Planning & Management

Approved: Yes No

Vice Chancellor of Administrative Affairs