



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE

EARL RAY TOMBLIN
GOVERNOR

JASON PIZATELLA
CABINET SECRETARY

MEMORANDUM

TO: Agency Fleet Coordinator

FROM: Kenny Yoakum, Executive Director
Fleet Management Office

DATE: November 5, 2015

SUBJECT: New Fleet Management Office Forms Access Database Instructions

The Fleet Management Office (FMO) has developed a new Forms Database to make our standard forms easier to complete. This form combines replacement orders as well as increase to Fleet requests.

Please go to our website at www.fleet.wv.gov **NEW!** Forms Database - Microsoft Access

Bottom of the home page.

Once you have this Database open, on the right side of the screen, under the Forms section, the first selection is the DOA-FM-005/009 Vehicle Order Request. Keep in mind, this form cannot be saved, it must be printed, signed, scanned and emailed to Kenny.H.Yoakum@wv.gov

To complete this new form, please follow these simple instructions:

- Open the form by double clicking on the form titled **DOA-FM-005/009 Vehicle Order Request**.
- Complete all information in the Agency Information section, using the drop down menus where applicable. (If your selection is not found in the drop down, you may enter it in after the form has been printed.)
- In the **Vehicle Mission** section, check either Replacement vehicle box or the Increase to Fleet box
 - If you check Replacement vehicle box, continue to the **NEW Vehicle Purchase** section
 - If you check Increase to Fleet box, then complete the rest of this section. Remember any increase to fleet request **must** have your Cabinet Secretary's signature and date.
- Complete the entire **New Vehicle Purchase** section, using the drop down fields
- **Used Vehicle Purchase** section is only to be completed if you are purchasing a Used Vehicle instead of a new vehicle. Use the drop down menus to complete it and then type in the VIN # of the vehicle you are purchasing.
- If you selected Replacement Vehicle box, then complete the **Decommissioned Vehicle** section, using the drop down menus where available and typing in the mileage, VIN and License #.

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- This form **CAN NOT** be saved and **MUST** be printed. You can save your scanned versions.
- Ensure that all required signatures are on the form.
- If this form is for a Leased Vehicle from FMO, scan the completed **DOA-FM-005/009** and email it to Director Kenny Yoakum at Kenny.H.Yoakum@wv.gov or via mail to the Fleet Management Office address.
- If the completed form is for an Agency Purchased vehicle, please begin the delivery order process in Oasis, leaving it in pending status until the vehicle purchase request is returned to your agency by the director. **Make sure to reference the Oasis PO# on the top of the DOA-FM-005/009 form before sending the request to Director Yoakum for his approval.** When the approved request is returned to your agency you will attach it to your Oasis PO on the header. (or the procurement folder)

Another Form that has been updated is the **DOA-FM-006 Agency Fleet Coordinator Contact Profile** that can be used when changing the Fleet Coordinator Contact information within your agency.

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

Kenny Yoakum – (304) 558-2106

Mandy Parsons – (304) 957-8208

Becky Farmer – (304) 957-8207

Thank you