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DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 Washington Street, East,
P. O. Box 50121
Charleston, WV 25305-0121

MODEL YEAR VEHICLE ORDER REQUEST

AGENCY INFORMATION

(FMO Use) ☐

Agency: 000 Scroll Down to Select Agency

Coordinator: _____ **Date:** _____

Coordinator Email: _____ **Telephone # :** _____

VEHICLE MISSION

(FMO Use) ☐

(✓one) ☐ **Increase to Fleet** (STOP! Use DOA-FM-009 Permanent Fleet Increase Request.)
☐ **Replacement** (Vehicle must be 2009 or older and displaying 100,000 miles when decommissioned.)

NEW VEHICLE INFORMATION

Billing Code: 002 Agriculture Main Office AG01

Funding: **State** ☐ **Federal** ☐ **Other** ☐ (✓one) ☑ **2014 Model** _____

Class: All Terrain Vehicle 001 **Color:** _____

Make / Model: _____

Fuel Type: (✓one) ☐ **Gasoline** ☐ **Diesel** ☐ **Hybrid** ☐ **Other**

Desired Vehicle Options: No need to include Standard Options
(Number options as specified on the statewide contract)
_____

USED VEHICLE INFORMATION

(FMO Use) ☐

Billing Code: 000 Scroll down to select billing code.

Funding: **State** ☐ **Federal** ☐ **Other** ☐ (✓one) _____ ☐ **2010 Model** ☐ **2009 Model**

Class: All Terrain Vehicle 001 **Color:** No preference allowed

Make / Model: _____

Mileage: (✓one) ☐ **20,000 - 24,000** ☐ **24,001 - 30,000** ☐ **30,001 - 36,000**

Desired Vehicle Options:
(Number options as specified on the statewide contract)
_____

VEHICLE BEING DECOMMISSIONED

(FMO Use) ☐

Class: All Terrain Vehicle 001 **Year:** _____ **State (garage location):** _____

Make/Model: _____ **Mileage:** _____ **Site/Campus/Office:** _____

License #: _____ **VIN/SN #:** _____ **Building Name:** _____

Room Number: _____

Decommissioning Method: (✓one)
Surplus ☐ **Auction** ☐ **Lease Return** ☐
Trade ☐ **Bid** ☐ **Transfer** ☐

Fund: _____

Dept Activity (vheicle user): _____

Deferred: (✓one) ☐ **120-Day** ☐ **180-Day** ☐ **270-Day** ☐

Justification: **(Use this space to justify deferred decommissioning)** _____
_____
_____

(THIS SECTION IS TO BE COMPLETED BY THE FLEET MANAGEMENT OFFICE)

(FMO Use) ☐

Purchase Order (FMO purchased vehicles): **Approval:** ☐ **Disapproval:** ☐

Date Released to Agency: _____

Form: DOA-FM-005 Revised (02 July 2013)
ENABLING STATUTE: WV Code §5A-3-48 through 5A-3-53
REGULATORY AUTHORIZATION: ***Code of State Rules*** 148 CSR 3