



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

2012 MODEL YEAR VEHICLE ORDER REQUEST

AGENCY INFORMATION

(FMO Use) ☐

Agency: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Coordinator Email : \_\_\_\_\_

Telephone # : \_\_\_\_\_

VEHICLE MISSION

(FMO Use) ☐

- ( ☒ ) ☐ **Increase to Fleet** (STOP! Use DOA-FM-009 Permanent Fleet Increase Request.)  
☐ **Replacement** (Vehicle must be 2008 or older and displaying 100,000 miles when decommissioned.)

NEW VEHICLE INFORMATION

Billing Code: \_\_\_\_\_

Funding: State ☐ ( ☒ ) 2012 Model  
Federal ☐  
Other ☐

Class: \_\_\_\_\_ Color: \_\_\_\_\_

Make / Model: \_\_\_\_\_

Fuel Type: ( ☒ ) ☐ 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: \_\_\_\_\_

Funding: State ☐ ( ☒ ) 2010 Model  
Federal ☐ 2009 Model  
Other ☐

Class: \_\_\_\_\_ Color: No preference allowed

Make / Model: \_\_\_\_\_

Mileage: ( ☒ ) ☐ 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: \_\_\_\_\_ Year: \_\_\_\_\_

State (garage location): \_\_\_\_\_

Make/Model: \_\_\_\_\_ Mileage: \_\_\_\_\_

Site/Campus/Office : \_\_\_\_\_

License #: \_\_\_\_\_ VIN/SN #: \_\_\_\_\_

Building Name : \_\_\_\_\_

Room Number : \_\_\_\_\_

Decommissioning Method: ( ☒ )

Surplus ☐ Auction ☐ Lease Return ☐  
Trade ☐ Bid ☐ Transfer ☐

Fund: \_\_\_\_\_

Dept Activity (vehicle user) : \_\_\_\_\_

Deferred: ( ☒ ) ☐ 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 : ☐

Form: DOA-FM-005 Revised (08 Aug 2011)

ENABLING STATUTE: WV Code §5A-3-48 through 5A-3-53

REGULATORY AUTHORIZATION: Code of State Rules 148 CSR 3

Date Released to Agency: \_\_\_\_\_