



# Vehicle Acquisition Request

In accordance with [OAC 260:75-1-2\(b\)](#) and [Title 74 section 78a A. and B.](#), this application shall be submitted by all state agencies with authority to own motor vehicles not less than 30 days **prior to** the proposed purchase of any vehicle, whether or not exempt from the Oklahoma Central Purchasing Act.

- A copy of the **requisition must be attached** (see also 5.c. below). Allow up to 15 days to process a request.
- Submit to: [mfr@omes.ok.gov](mailto:mfr@omes.ok.gov) | Fax: 405-525-2682 | 317 N.E. 31st St., Ste. A, Oklahoma City, OK 73105-4003

1. Agency/Number: \_\_\_\_\_  
is authorized to acquire vehicles pursuant to Oklahoma Statutes, Title \_\_\_\_\_ Section \_\_\_\_\_
2. Agency fleet administrator name and title: \_\_\_\_\_
3. Agency address: \_\_\_\_\_
4. Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_
5. a. Vehicle: Quantity: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Detail<sup>1</sup>: \_\_\_\_\_  
b. Dealer name: \_\_\_\_\_  
c. Justify any options over the standard price (additional pages, if necessary) and attach dealer's quote:

6. Est. annual mileage: \_\_\_\_\_, if less than 12k miles/year, justify: \_\_\_\_\_
7. a. Is a request seeking to acquire alternative fueled vehicle (CNG, E85, or LPG)<sup>2</sup>? ☐ Yes ☐ No - justify below:  
b. Is a request seeking to acquire gas-electric hybrid, or fully electric vehicle<sup>2</sup>? ☐ Yes ☐ No - justify below:

8. ☐ Expansion - justify: \_\_\_\_\_

9. <input type="checkbox"/> a. Replaced vehicle(s): (attach extra page)	Unit #	Year:	Make:	Model:	VIN:	Mileage:
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

- b. What is the purpose of vehicle(s)? \_\_\_\_\_
- c. For replacement vehicles less than two years old or with less than 60,000 miles, state estimated cost of repair: \$ \_\_\_\_\_

*The undersigned, being duly authorized to sign for the agency named herein, for the purpose of requesting approval of a vehicle acquisition pursuant to 74 O.S., Section 78a, hereby affirms that the requesting agency:*

1. *Has actual need for said vehicle and seeks smallest and most economical option for the mission.*
2. *Has sufficient funds to acquire and maintain vehicle.*

_____ Signature of Applicant	_____ Date
_____ Printed Name and Title of Applicant	_____ Telephone Number

FOR OMES USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied - reason for denial: _____	_____  _____ OMES Fleet Manager Signature and Date

<sup>1</sup> trim, driveline, fuel system, cab, etc.

<sup>2</sup> <https://epact.energy.gov/covered-fleets/state>