

New and Used Passenger Vehicle Purchase Approval Request

About this form

State agencies, colleges and universities use this form to request approval from the director of the Department of Enterprise Services to purchase new and/or used passenger motor vehicles (sedan, station wagon, SUV, van/bus or light-duty truck). In addition, DES Fleet Operations utilizes this form for any request for placement of non-passenger motor vehicles (cargo van, ¾ ton or higher trucks). Multiple vehicle requests can be made using this form. After selecting a vehicle type, please indicate the quantity requested.

About requesting a new passenger vehicle

Agencies are required to have the approval of the director of the Department of Enterprise Services in order to purchase passenger vehicles. In addition, a vehicle being replaced with a new purchase must meet minimum retirement mileage:

- 100,000 miles for gas-powered sedans and station wagons;
- 115,000 miles for hybrid sedans and minivans;
- 115,000 miles for small to mid-size SUVs and trucks,
- 130,000 miles for full-size trucks, SUVs and vans.

Vehicle purchases should be included in the agency's biennial purchasing plan.

Part A – Agency Request			
Requesting agency to complete this part			
Requested by:	Agency name	Division or unit	Date of request
			Date vehicle needed
Phone number		Email	
Vehicle description			
The information in this section is used to match your request to the most appropriate vehicle to meet your needs.			
Describe, in detail, the number of vehicles being requested and the primary function of each vehicle requested. Please note if the vehicle is used to transport inmates, patients or clients and, if so, how often:			
RCW 43.19.648 requires all state agencies to the extent practicable purchase vehicles that use electricity or biofuel. WAC 194-28-070 defines what is practicable. Could this vehicle be an electric or biofuel vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain in detail.			
What is the frequency of use? (day/week)	How many miles is this vehicle estimated to travel each month? Each day?	Will this vehicle travel "off road"? If so, what percentage of time?	What counties will this vehicle service?
What type of cargo will this vehicle carry? What is the approximate weight?		How many passengers will this vehicle typically carry? How often will it carry multiple passengers? (Days/month)	

Part A – Agency Request		
Requesting agency to complete this part		
Is ground clearance an issue? If yes, please explain in detail.		
Purchase justification		
The information in this section is used to show that only a new vehicle will meet your agency's needs.		
Is this vehicle exempted by RCW 43.19.600 ? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, explain why this vehicle will not be managed by Fleet Operations.		
Is this purchase included in the agency's biennial purchasing plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain in detail.		
If this is a replacement purchase; what is the year, make, model, plate # and odometer reading of the vehicle being replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Explain if an underutilized vehicle or vehicle available through State Surplus can fulfill this request.		
Explain the impact if the request is not approved.		
Preferred type of passenger vehicle (as defined in RCW 43.19.560)		
New Vehicle/s <input type="checkbox"/> Quantity <input type="checkbox"/> Biofuel (if available)	Used Vehicle/s <input type="checkbox"/> Quantity <input type="checkbox"/> Biofuel (if available)	
Sedan/Station Wagon: <input type="checkbox"/> Standard gasoline - Quantity <input type="checkbox"/> Gas/Electric hybrid - Quantity <input type="checkbox"/> Premium Gas/Electric hybrid - Quantity <input type="checkbox"/> Plug-In hybrid Electric Sedan- Quantity <input type="checkbox"/> Full Electric Sedan- Quantity		
SUV: Compact Size (i.e. Ford Escape) Intermediate Size (i.e. Ford Explorer) Large Size (i.e. Chevy Tahoe) Full Size (i.e. Chevy Suburban)	<input type="checkbox"/> Compact 4x2 - Quantity <input type="checkbox"/> Intermediate 4x2 - Quantity <input type="checkbox"/> Large 4x2 - Quantity <input type="checkbox"/> Carryall 4x2 - Quantity	<input type="checkbox"/> Compact 4x4 - Quantity <input type="checkbox"/> Intermediate 4x4 - Quantity <input type="checkbox"/> Large 4x4 - Quantity <input type="checkbox"/> Carryall 4x4 - Quantity
Van: <input type="checkbox"/> 7-passenger mini - Quantity	<input type="checkbox"/> 8-passenger full-size - Quantity	<input type="checkbox"/> Cargo – Quantity
Pickup: <input type="checkbox"/> Compact – Quantity <input type="checkbox"/> ½ Ton – Quantity <input type="checkbox"/> ¾ Ton – Quantity <input type="checkbox"/> 1 Ton + – Quantity	<input type="checkbox"/> 4x2 - Quantity <input type="checkbox"/> 4x2 - Quantity <input type="checkbox"/> 4x2 - Quantity	<input type="checkbox"/> 4x4 - Quantity <input type="checkbox"/> 4x4 - Quantity <input type="checkbox"/> 4x4 - Quantity
Vehicle options/configuration (i.e. wagon, crew cab, long bed, etc.) if needed:		
Alternative vehicle option:		
If requesting a vehicle that does not meet the requirements of Executive order 05-01 , please explain why.		
Comments		
Purchasing Agency Director to complete this section		
Agency Director's Signature (required):		Date:

Submit signed form by email to:

Vehicleapproval@des.wa.gov

Part B – DES Approval DES Director to complete this section	
Approved, request meets purchase criteria <input type="checkbox"/>	Denied, request does not meet purchase criteria <input type="checkbox"/>
DES Director's Signature(required):	Date:
Comments/Conditions:	