



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 (B20 Diesel, 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.  a. Replaced vehicle(s):

Unit #	Year:	Make:	Model:	VIN:	Mileage:
(attach extra page)	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

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**

Approved  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>