

Complete this form if your department would like to request to substitute a fleet asset that was previously approved by OFAM to be replaced with another asset in specific circumstances. These circumstances include the following: when a vehicle is wrecked, not cost effective to repair, and/or stolen and the department's needs to replace that fleet asset with one was already approved on a Fleet Acquisition Plan (FAP). A department may also substitute an approved fleet asset purchase for another type of fleet asset if there is a demonstrated urgent need for the vehicle to be purchased now and the vehicle is no longer available on the state contract and/or if the fleet asset no longer meets the department's business needs. Substitutions may only be submitted on approved Fleet Acquisition Plans that have not expired.

Department Name	Substitution Type	
	Replacement Substitution	Purchase Substitution
Fiscal Year of Approved Fleet Acquisition Plan	Date OFAM Approved	

For Replacement Substitutions, complete below section.

Approved FAP Replacement Asset

Equipment #	License #	Make	Model	Year	FAP Fiscal Year	FAP Line Item #

Proposed Replacement Substitution

Equipment #	License #	Make	Model	Year	FAP Fiscal Year	FAP Line Item #

Justification - Provide Justification and immediate need:

Required Attachments:

Property Survey Report. STD 152 – Required for a replacement substitution request.

Equipment Inspection Report, OFAM 6 – Approved and completed by your local OFAM Inspector of Automotive Equipment

Police Report – Only for Assets Reported Stolen

For Purchase Substitutions, complete below section.

Approved FAP Purchase

FAP Line Item #	Make	Model	Year	Price	Fuel Type	4WD or 2WD

Proposed Purchase Substitution

FAP Line Item #	Make	Model	Year	Price	Fuel Type	4WD or 2WD

Justification – Provide the following information:

- Why can't the department downgrade to a smaller asset?
- Why a larger vehicle is necessary?
- Why can't the department wait to purchase the asset when a similar asset is available on contract?
 - What is impacted if they are required to wait until new contracts are awarded of the new model year is available on contract?

Department Director Name	Title	Signature	Date
OFAM Chief Name		Signature	Date