

Fleet Acquisition Substitution Form

September 2014

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.

Name of Department: _____

SUBSTITUTION TYPE(S):

Replacement Substitution

Fiscal Year of Approved Fleet Acquisition Plan: _____ Date OFAM Approved: _____

Purchase Substitution

Fiscal Year of Approved Fleet Acquisition Plan: _____ Date OFAM Approved: _____

Complete this Section for Replacement Substitutions

Approved FAP Replacement Asset:

Equipment No.	License #	Make	Model	Year	Fiscal Year	Line item number

Proposed Replacement Substitution:

Equipment No.	License #	Make	Model	Year	Fiscal Year	Line item number

Justification – Provide justification and immediate need:

Attach the following to this form for Replacement Substitution Request:

- Property Survey Report, STD. 152**
Required to be submitted for substitution replacement asset.
- Equipment Inspection Report, OFA 6**
Approved and completed by your local OFAM Inspector of Automotive Equipment.
- Police Report – Only for Assets Reported Stolen**
Required to be submitted for substitution assets that have been reported stolen.

Complete this Section for Purchase Substitutions

Approved FAP Purchase:

Contract Line Item No.	Make	Model	Year	Price	Fuel Type	4wd or 2wd

Proposed Purchase Substitution:

Contract Line Item No.	Make	Model	Year	Price	Fuel Type	4wd or 2wd

Justification – Provide the following information:

- Why can't the department downgrade to a smaller asset?
- Justify why a larger/different 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 or the new model year is available on contract?

Department Director Signature: _____

Print Name and Title: _____

Date: _____

OFAM Chief: _____

Date: _____