

SAM—TRANSPORTATION SERVICES

TEMPORARY LEASES OF PASSENGER VEHICLES

4120.6

(New 2/2016)

If a department incurs significant damage to or loss of an owned passenger vehicle, DGS may provide a temporary DGS vehicle under specific circumstances. These circumstances occur when the deadline to submit an acquisition request has passed and/or there are no state contracts for that vehicle type needed in effect. In these circumstances, the department can request approval from OFAM to temporarily lease a passenger vehicle until a new FAP can be submitted and the replacement vehicle is received. These temporary requests shall be in writing but do not require a department to submit or amend an existing FAP or provide the supporting documents. These requests will be considered by OFAM on a case-by-case basis and are subject to the availability of vehicles. A department will be required to include this leased DGS vehicle on its next FAP if this vehicle needs to be replaced. If a department should need to lease/rent a vehicle for less than 30 days, a department may use the state's commercial rental contract without OFAM approval.