

## Procedures for Requesting Approval to Lease a Vehicle

State agencies that would like to request approval to lease a vehicle(s) will need to complete the **Fleet Services' Request to Lease a Vehicle** form. The form is available on the Purchasing Division's website. The completed form is to be submitted to Fleet Services.

The request will be evaluated to determine whether it is financially beneficial to lease or purchase the requested vehicle(s).

Approved requests to lease will be returned to the agency with the leasing company information. The agency will contact the leasing company and work directly with them to complete and execute the lease documents. A copy of the fully executed lease is to be submitted to Fleet Services and the approved Request to Lease a Vehicle form are to be submitted to the agency's assigned budget analyst for informational reporting to the Board of Examiners.

Requests that are not approved for lease and result in a vehicle purchase and must follow the procedures established for vehicle purchases posted on the Purchasing Division's website, go to Contract Information, and click on the Vehicles link.