

**~ STATE AGENCIES ONLY ~**  
**VEHICLE ORDER JUSTIFICATION SHEET**  
(This form must accompany requisition)

Agency\_\_\_\_\_ RX No.\_\_\_\_\_

Contact\_\_\_\_\_ Phone No.\_\_\_\_\_

Pursuant to NRS 333.340 if an agency is not purchasing from the lowest responsible dealer, the Purchasing Division must notify the dealer with the lowest price for the vehicle type you have requested of the reasons for this purchase.

Please check all that apply below:

\_\_\_ Dealer is located in close proximity to the area of vehicle deployment for service, parts and warranty support to the agency

\_\_\_ Dealer has historically provided favorable service to the agency concerning cost of ownership issues

\_\_\_ Vehicle is compatible with other agency vehicles providing for standardized operation and maintenance including parts management

\_\_\_ Vehicle requested is best suited for the purpose to be used

\_\_\_ Vehicles of this make have a good cost of ownership record within the agency

\_\_\_ If this vehicle does not meet "Smart Way or Smart Way Elite" requirements, agency must provide detailed justification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Other justification

\_\_\_\_\_  
\_\_\_\_\_

-----State Purchasing use only-----

\_\_\_Approved\_\_\_Disapproved by\_\_\_\_\_ date\_\_\_\_\_

If disapproved awarded dealer\_\_\_\_\_

Reason\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_