

Mississippi Institutions of Higher Learning Executive Office (Vehicle Justification and IEO Approval Form)

Form must accompany Requisition for Vehicle Purchase or Lease

Date: _____

Department Requesting Vehicle: _____

Department Contact Name and Phone Number: _____

Is this a lease or purchase? Lease _____ Purchase _____

Vehicle Description: Make, Model, Year, Type (automobile, van, truck):

Justification related to the need and use for the vehicle lease/purchase (provide detailed explanation):

Is this vehicle replacing another vehicle? Yes___ Inv # _____ No___

If yes, explain disposition of vehicle being replaced: _____

Cost Analysis explanation: _____

Form Completed by: _____ Phone: _____ Date: _____

Department Head Signature: _____ Date: _____

Dean/Director Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Institutional Executive Officer's Approval: _____ Date: _____

A copy of the completed form must be submitted to:
Mississippi Institutions of Higher Learning's Executive Office
Attn: Brad Rowland at Browland@mississippi.edu
3825 Ridgewood Road, Room 314
Jackson, MS 39211

or