

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

Date: _____ Department Requesting Vehicle: _____

Department Contact Name and Phone Number: _____

Is this a lease _____ or purchase _____?

Vehicle Description: make, model, year, type (automobile, van, truck), and state contract number:

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

Is this vehicle replacing another vehicle? Yes _____ 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: _____

The original form must be sent to Procurement and Contracts with your purchase request.