

How Do I Buy...

Vehicle Purchase

For Assistance Contact: [Virginia Tech's Fleet Services](#)

Buyer Contact Information:

[Mary Seyler](#)

Description of Purchase Process:

The Virginia Tech Motor Pool maintains the university inventory of state vehicles. Prior to initiating a request to purchase a new or used vehicle, screening and approval is required by the Fleet Services. Download the Vehicle Purchase Request Form (FS-01 on the Procurement website at <http://www.fs.vt.edu/documents/FS-1.pdf>). For further information, please go to the University Fleet Services website www.fs.vt.edu or call (540) 231-9927.

The state has established term contracts for many vehicles, including passenger, trucks, vans and four-wheel drives. Use of these contracts is required. A complete list of vehicles under state contract can be accessed via the Procurement website. Please contact (540) 231-3813 to discuss your vehicle requirements or to report any problems you may have accessing the site.