



How Do I Purchase... *Vehicles*

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

Buyer Contact Information

[Mary Seyler](#)

Description

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. For further information, please go to the University Fleet Services [website](#) 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.

For Further Assistance

Contact Mary Seyler at (540) 231-3813 or mseyler@vt.edu to discuss your vehicle requirements or to report any problems you may have accessing the site.