



How Do I Buy or Handle... *A Vehicle Purchase*

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

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 and fill out the [Vehicle Purchase Request Form](#) (FS-1). For further information, please go to the University Fleet Services [website](#) or call (540) 231-6141. Remember, if you purchase any trailer or vehicle that must be titled, a copy of the purchase order must be sent to Fleet Services.

The state has established term contracts for many vehicles, including passenger, trucks, vans and four-wheel drives. Use of these contracts is required.

For more information contact:

- Procurement 540-231-6221
- Or hokiemart@vt.edu