



**Request to Lease a GSA Vehicle**

1. Center Name: \_\_\_\_\_
2. Point of Contact (POC) Name: \_\_\_\_\_
3. Date: \_\_\_\_\_
4. POC E-mail Address: \_\_\_\_\_
5. Local GSA Representative E-mail: \_\_\_\_\_
6. Is this a Vehicle Replacement or New Vehicle? \_\_\_\_\_
7. Tag Number of the Vehicle Replaced: \_\_\_\_\_
8. Vehicle Make/Model: \_\_\_\_\_
9. Model Year: \_\_\_\_\_
10. Vehicle Type: \_\_\_\_\_
11. Lease Cost: \_\_\_\_\_
12. Period of Lease: \_\_\_\_\_
13. Purpose of the Vehicle: \_\_\_\_\_
14. Justification for all new vehicles or non-AFVs (Submit a separate sheet if necessary):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**This space is designated for authorized parties only.**

Regional Office Use	National Office Use	OASAM Use*
Date Received:	Date Received:	Date Received:
Reviewed by:	Reviewed by:	Reviewed by:
<input type="checkbox"/> Supported <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:	Comments:	Comments:

*\* If requested vehicle is a non-AFV.*



## Instructions for Requesting to Lease a GSA Vehicle

Please complete the "Request to Lease a GSA Vehicle" form to request permission to lease a vehicle from the General Services Administration (GSA).

Upon completion of this form, the form must be e-mailed to the center's Project Manager. The Center Director must be copied on this e-mail.

1. Enter the name of the Job Corps center requesting the vehicle.
2. Enter the name of the point of contact (POC) for this request.
3. Enter the date of the request.
4. Enter the POC's e-mail address.
5. Enter the Local GSA Representative's e-mail address.
6. State whether the request is for a vehicle replacement or a new vehicle.
7. Enter the vehicle tag number (if this is a replacement vehicle).
8. Enter the vehicle make/model (ex. Ford Taurus).
9. Enter the model year.
10. Enter the vehicle type (ex. Sedan, SUV, Bus, etc.).
11. Enter the monthly lease cost.
12. Enter the period of the lease (ex. May 1, 2005 – May 1, 2008).
13. Enter the purpose for the vehicle (ex. driver's education, security).
14. Justify the need for a new vehicle or in the instance of a non-AFV request, why an AFV will not suffice.

The POC, Center Director, Regional Director, and the local GSA Representative will receive an e-mail from the Project Manager, stating the approval or denial of the request.

**Please do not write below the dotted line. That area is for use by the authorizing parties only.**