



NOTE: This form must be completed, signed by the agency, and submitted:
emailed (fmd.lease@omes.ok.gov), or faxed (405) 525-2682, or hand delivered prior to or at the time of vehicle pick up at:
Fleet Management Department, 317 N.E. 31st Street, Suite A, Oklahoma City, OK 73105-4003

Requested Vehicle Category (check one):

- Compact Sedan Mid-size Sedan Full-size Sedan Minivan-Pass Maxivan-Pass Truck
 Compact SUV Mid-size SUV Full-size SUV Minivan-Cargo Maxivan-Cargo Other

Request Information (check one & provide additional information):

Additional Unit Replacement - Unit Leased Unit #: _____ ODO: _____ Returned Unit #: _____

Base Monthly Rate _____ Billing Code: _____

Monthly Fuel Cost Est _____ Expected Miles/Month*: _____

Monthly Usage Cost Est _____ = Est Monthly Usage _____ at _____ per mile (after 1,000 miles/month)

Total Monthly Budget Est _____ Note: tolls and accident deductible are not included

**Per 74 O.S. 78 B.8. justify, if less than 1,000 miles per month* _____

Vehicle Markings (check one):

- Marked as FMD Marked as Agency Other: _____
- No Markings – Per 74 O.S. 78 D.5. provide justification: _____

Agency Information:

Agency: _____ Division: _____

Vehicle's primary location: City & Zip Code: _____ County: _____

Vehicle driven from home to work: No Yes - submit [OMES Form FM 022](#)

Primary driver's Employee ID: _____ ➤ Must submit [OMES Form FM 015C](#) for ALL vehicle drivers

Preferred Pick-up Date and Time:

Date: _____ Time (check one): Morning Afternoon Specific Time: _____

Agreement:

The Agency is responsible for thoroughly instructing any driver authorized by the Agency to drive the vehicle named in this lease about the requirements stated in the Driver Responsibility Certification ([OMES Form FM 015C](#)); and, ensuring each driver agrees to comply with the requirements by requiring each driver to sign a Certification.

The undersigned, being duly authorized to sign a state vehicle lease on behalf of the Agency named herein, has read and understands the terms contained in this state vehicle lease ([OMES Policy FM L001](#)) and hereby affirms that use of this vehicle will be strictly limited to the employees of the Agency named herein and any driver assigned to drive the vehicle will be properly instructed.

_____ Agency Fleet Administrator Signature	_____ Print Name and Title	_____ Date
_____ Telephone	_____ Email	