**Section 5040.270 Requests for Acquisition of Vehicles**

All requests to purchase (new or used), lease or acquire surplus (including inter-agency transfer) general purpose passenger and light duty vehicles (other than rental) shall require submission including the signature of the requesting agency head using the current CMS Agency Fleet Request template and approval by the DOV Manager. The template may consist of, but not be limited to, the following elements: instructions for completing the Agency Fleet Request; vehicle purchase price; vehicle and agency information; exception request information and review criteria under Section 5040.210 and subsection (c)(1) of this Section, and flexible or hybrid fuel requirements.

a) Agency requests shall be submitted by Agency Vehicle Coordinators, Vehicle Use Officers or agency purchasers using the current CMS Agency Fleet Request maintained on the DOV website and distributed to State entities at least annually. If necessary, CMS may request additional information.

b) Requests shall be evaluated on the following criteria:

1) the type of vehicle being purchased;

2) if proper funding is available to the requesting agency;

3) if the request is accompanied by proper signature approval;

4) the value or condition of any vehicle the purchasing agency turns in;

5) availability and utilization of other agency vehicles;

6) compliance with fuel economy, environmental standards and zero emission vehicle goals.

c) Agencies must determine if purchasing a vehicle is the most cost-effective solution. The most cost-effective solution may include, but is not limited to, the cost of mileage reimbursement for the use of a personally owned vehicle or the use of a State fleet vehicle.

d) Agencies requesting specific surplus (including inter-agency transfer) vehicles shall submit an Agency Fleet Request. The Division of Surplus Property Control will not release nor approve an inter-agency transfer without prior authorization from DOV. No State agency may obtain a surplus vehicle unless the vehicle is:

1) inspected and, if applicable, repaired at a State garage to ensure that the vehicle is road worthy and safe to drive;

2) assigned an equipment number; and

3) approved by DOV.

(Source: Amended at 48 Ill. Reg. 16139, effective October 29, 2024)