

**<Department>**

c/o University of Arkansas for Medical Sciences  
4301 West Markham Street, Slot **<Department Slot Number>**  
Little Rock, Arkansas 72205

**<Date>**

Department of Finance and Administration  
c/o Office of Administrative Services  
1515 West 7<sup>th</sup> Street, Suite 700  
Little Rock, Arkansas 72201

Re: Justification Letter to Purchase **<Year/Make/Model of vehicle from the state contract, along with the contract code for clarification>**

To whom it may concern,

As the state's only academic medical center, aligning with the Arkansas Department of Higher Education, UAMS provides healthcare solutions to multiple areas within Arkansas with both internal and external stakeholders committed to providing 'A Better State of Health'. **<State your department and its core functions>**

**<Explain why a new/replacement vehicle is needed. Is there something specific that you need to address?>**

Reliable transportation is extremely important to us; having a **<Year/Make/Model of vehicle from the state contract, along with the contract code for clarification>** would alleviate those concerns, plus give us vital storage space to transport materials when completing off-location work orders. As we travel across the state at times, having the ability to transit both people and supplies helps to streamline operations, making sure our customers get exactly what they want, at a fair price, in a fair amount of time. **<What is your funding source? Approval from Capital Budget Committee is the norm for purchasing vehicles.>**

As we plan to keep this vehicle for an extended amount of time (8-10 years, barring any unforeseen mechanical issues), we feel confident that the cost savings for us will more than pay for itself during the life of the vehicle. All vehicular costs (including fuel and maintenance costs) will be paid for by the UAMS **<Department>**.

We appreciate your time and attention to this matter, and hope that you will grant this request to replace.

Thanking you in advance,

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**<Requestor Name>**

**<Requestor Title>**, UAMS **<Department>**

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**<Department Head Name>**

**<Department Head Title>**, UAMS **<Department>**