



BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM OSP-10-03

TO: State Departments, Agencies, Facilities, Colleges, Universities, Technical Schools, Boards and Commissions

FROM: Denise Lea 
Assistant Commissioner

Date: September 4, 2009

RE: FY 2010 Vehicle Moratorium

On August 3, 2009, the Division of Administration, Louisiana Property Assistance Agency, under the direction of the Commissioner of Administration, notified state departments of an acquisition moratorium for the purchase of vehicles, with limited exceptions for critical needs. Since that time the Office of State Purchasing has received requests to purchase vehicles without justification.

This memorandum is to further clarify what critical needs entail. No new vehicle acquisitions will be considered unless the acquisition is mission critical to the agency's functionality. Additionally, all requests must be submitted with an approval by an Undersecretary or higher authority.

If your department wishes to request an exception to the moratorium, your written justification must be submitted for consideration. Below are minimum justification requirements:

1. Confirm use of vehicle needed (i.e., law enforcement, etc.);
2. Explain the critical nature of the need for the particular vehicle; and,
3. Include the number of vehicles in your current fleet and explain why the need cannot be satisfied from your existing fleet.

Should you have any questions, or need guidance, please contact Tammy Grant, 342-8056, Tammy.Grant@la.gov, or Debbie Kimball, 342-8033, Debbie.Kimball@la.gov.