

## Vehicle Request Checklist

Will the new vehicle(s) be picked up or delivered?

State contract vendor name?

Vendor address?

Vendor contact information?

Intended use of vehicle(s)?

If delivered is delivery price included in the quote?

The total cost of each vehicle (not the discounted price based on date of invoice payment)?

Is this an additional vehicle for the department or a replacement vehicle?

Will the old vehicle be turned into state surplus?

State ID of the old vehicle if it is being turned into state surplus?

Fiscal year for the funding?

Source of funds?

What is the mileage on the vehicle(s) being turned in?

Information on vehicle(s) to be purchased:

Year:

Make:

Model:

Fuel Type:

Alternative Fuel Vehicle(s):

Gross Vehicle Weight(s) - Under 8,500 pounds or over 8,500 pounds:

## Primary Use

- Administrative
- Daily or short term rental
- Emergency/medical
- Interstate/Intercity bus transportation
- Law enforcement
- Mixed Use
- Off Road
- Other (Please specify)
- Overnight Use
- Student Transportation
- Transit
- Utility

**The following justification is also requested by the state:**

### Justification Questions

Answer the following questions to provide justification.

If VR reason is an Addition, Questions 1 & 4 are required.

If VR Reason is a Replacement, Question 1, 2, 3 & 4 are required.

Provide concise answers to the following questions.

1. Why does your agency need the new/additional vehicle? How will the new vehicle be used if different from one being replaced?

Be specific describing the way the new vehicle will be used i.e. to transport prisoners or move landscape equipment

2. How much have they spent on maintenance in the last fiscal year? (This is regardless of the number of miles on the vehicle.)  
If vehicle is an addition to the fleet, enter N/A.

Provide the best estimate for all PM, maintenance and repair costs for the last fiscal year for the vehicle to be replaced

3. How is current vehicle used?

If vehicle is an addition to the fleet, enter N/A.

If vehicle is a replacement, provide a description of how the vehicle to be replaced is used.

4. Explain any funding source other than state funds.

If state funds, enter — N/A

If non-state funds, indicate the name of source, for instance if federal grant provide the federal agency and/or grant name or tuition or student fees.

5. Additional information.

Provide any other information that you believe explains your need for the vehicle.