

## Vehicle Purchase/Lease Request Form

*Form must Accompany Requisition for Vehicle Purchase or Lease*

Date:	
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Department Requesting Vehicle:	
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Department Contact	Name:	Phone Number:
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Indicate whether this is a Lease or Purchase:	Lease	Purchase
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Vehicle Description:			
Make:	Model:	Year:	Type (auto, van, truck, trailer):

Justification related to the need and use for the vehicle lease/purchase (provide detailed explanation):

Were alternative options or operational changes considered before making this request?	Yes	No
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If yes or no, please explain:

Is the vehicle replacing another vehicle?	Yes	No
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If yes, please provide number of vehicle being replaced and any issues you have had with the vehicle:

Department Head Signature:		Date:	
Department Head Printed Name:			

T&DS Executive Director Signature:		Date:	
T&DS Executive Director Printed Name:	Ron Fleming		

Request Approved
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Request Denied
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