



## CENTRAL SERVICES FLEET REQUEST FORM

Department: Public Works Division: Still Branch - 4432

Approved in Fiscal Year Budget Y X N

Desc of vehicle/equipment 1996 DODGE 1500  
YEAR MAKE MODEL

Additional Body or Apparatus: Emergency Lights, Brush Guard, Tool Box

Capital Project #: CP2015-4432-6-12

Replacement/Addition\*: x REPLACEMENT ADDITION

Unit Number to be Replaced: 863 Submitted Transfer/Retirement Form: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Non-Standard Options Approvals: \_\_\_\_\_  
CITY MANAGER DATE

Vehicle/Equipment assignment: Unit #: \_\_\_\_\_ To: \_\_\_\_\_

Approval of Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Fleet Department: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Central Services: \_\_\_\_\_ Date: \_\_\_\_\_

Upon final completion and obtaining all signatures, copy this form to:

- One copy to permanent Vehicle/Equip file (Motorpool)
- One copy to Requesting department
- One copy to Procurement department
- One copy to Accounting-Fixed Assets

\*Asset Retirement/Re-Assignment Form must accompany Vehicle Request Form

\* Asset Retirement or Transfer Form must accompany this Form