

## CENTRAL SERVICES FLEET REQUEST FORM

Department:	Public Works	Division:	Still Branch - 4432
Approved in Fiscal Y	ear Budget Y <u>X</u>	N	
Desc of vehicle/equip	oment 1996 YEAR	DODGE MAKE	1500 MODEL
Additional Body or A	oparatus:	Emergency Lights, Brus	sh Guard, Tool Box
Capital Project #:	CP2015-4432-6-12	2	
Replacement/Additio	n*:>	CEMENT	ADDITION
Unit Number to be Rep	elaced:863	Submitted Transfer/Re	tirement Form:
Non-Standard Options	Approvals:		
		CITY MANAGER	DATE
Vehicle/Equipment ass	ignment: Unit #:	To:	
Approval of Departmen	t Director:		Date:
Approval of Fleet Depa	rtment:		Date:
Approval of Central Ser	rvices:		Date:
Upon final completion a	and obtaining all signatur	res, copy this form to:	
One copy to perma	nent Vehicle/Equip file (Mo	otorpool)	

One copy to Accounting-Fixed Assets
\*Asset Retirement/Re-Assignment Form must accompany Vehicle Request Form

One copy to Requesting department
One copy to Procurement department



## CENTRAL SERVICES FLEET RETIREMENT REQUEST FORM

CURRENTLY assigne	ed to:	Department: _	Public Works	Division: _	Still Branch - 4432
FLEET - Unit #: 863	3 V	IN# or Serial # 3	3B7HC13Y9XM58	<u>2107</u> Ta	ng #: <u>####</u> (N/A only if off road)
Desc of vehicle/equi	ipment 1996 YEAR	_	Dodge MAKE		1500 MODEL
Body Style & Descrip	ption: BODY STY	LE (ie. SEDAN, TRUC	CK, TRACKHOE, ETC		
	ADDITIONA	AL DESCRIPTION (ie	COLOR, 2WD/4WD, ID	ENTIFYING FEAT	URES, ALIAS INFO, ETC)
Current Odometer/H	lourmeter Read	ding: <u>1</u>	5,000 MILES	OR	HOURS
How was Fleet Unit ob	otained?				
X Direct Purchase	by City (who from	? When?)			
<b>Donation</b> (from w	hom and year dor	- nation received)			
Purchased with <b>G</b>	rant/Donated fur	- / 8 ds (from whom)	year donation recei		
Seized or abando			-	vou)	-rj
	rica asset (case ii	difficer & date of	ourt <u>order)</u>		<del></del>
Other (explain)					· · · · · · · · · · · · · · · · · · ·
REASON FOR RETIR	ING:				
Mileage too high f	or continued use	in this capacity			
X Mechanical Issue	s (if so, list issue	S) Transmission iss	ies		
Accident - release	e to responsible in	surance agency_			
Accident - unable	or not cost-effect	ive to repair			
Other (explain)		· ·			
	Joseph Johnson				
DATE REQUESTED	DEPARTMENT DIR	ECTOR (OR DESIGN	IEE)		
			FLEET RETIF	REMENT F	REQUEST
RETIRE Fleet to 'F			e Facility		
RE-PURPOSE Fle	et Unit to another	Department _	DEPARTMENT		DIVISION
SELL Fleet Unit at					
RELINQUISH to in		St. Calaboratist Landonia (LTC)			
DONATE to anothe RETURN to Granti		agency			
TRADE-IN Fleet U	· · ·	Ne			
Other (explain)	Telephone Communication Communication				
And the second s					

<sup>\*</sup> Asset Retirement or Transfer Form must accompany this Form