



CENTRAL SERVICES FLEET REQUEST FORM

Department: POLICE DEPT. Division: C.I.D.

Approved in Fiscal Year Budget Y N

Desc of vehicle/equipment 2015 DODGE JOURNEY
YEAR MAKE MODEL

Additional Body or Apparatus:

Capital Project #:

Replacement/Addition*: 2005 BMW 745I REPLACEMENT ADDITION

Unit Number to be Replaced: Submitted Transfer/Retirement Form: YES

Additional Comments: PROCEEDS FROM SALE OF SEIZED 2005 BMW 745I ON GOVDEALS.COM

Non-Standard Options Approvals: CITY MANAGER DATE

Vehicle/Equipment assignment: Unit #: To:

Approval of Department Director: [Signature] Date: 2-19-15

Approval of Fleet Department: [Signature] Date: 2/19/15

Approval of Central Services: [Signature] 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



CENTRAL SERVICES
FLEET RETIREMENT REQUEST FORM

CURRENTLY assigned to: Department: POLICE DEPT Division: C.I.D.

FLEET - Unit #: VIN# or Serial # WBAGL63535DP75082 Tag #: (N/A only if off road)

Desc of vehicle/equipment 2005 BMW 745I
YEAR MAKE MODEL

Body Style & Description: SEDAN
BODY STYLE (ie. SEDAN, TRUCK, TRACKHOE, ETC)
BLACK
ADDITIONAL DESCRIPTION (ie. COLOR, 2WD/4WD, IDENTIFYING FEATURES, ALIAS INFO, ETC)

Current Odometer/Hourmeter Reading: 149,000 MILES OR HOURS

How was Fleet Unit obtained?

- Direct Purchase by City (who from? When?)
Donation (from whom and year donation received)
Purchased with Grant/Donated funds (from whom & year donation received)
XX Seized or abandoned asset (case number & date of court order) 11-006929
Other (explain)

REASON FOR RETIRING:

- XX Mileage too high for continued use in this capacity EXCEEDS VALUE
Mechanical Issues (if so, list issues)
Accident - release to responsible insurance agency
Accident - unable or not cost-effective to repair estimated repair costs
Other (explain)

DATE REQUESTED 2-19-15 DEPARTMENT DIRECTOR (OR DESIGNEE)

MOTOR POOL ASSESSMENT OF FLEET RETIREMENT REQUEST

- RETIRE Fleet to 'Reserve Status' at Fleet Maintenance Facility
RE-PURPOSE Fleet Unit to another Department DEPARTMENT DIVISION
XX SELL Fleet Unit at auction
RELINQUISH to insurance company for settlement proceeds
DONATE to another government or agency
RETURN to Granting agency
TRADE-IN Fleet Unit and purchase Ne
Other (explain)