

REQUEST FOR APPROVAL FORM
FOR PROCUREMENT OF LIGHT DUTY VEHICLES (under 8500lbs GVW)

DATE: _____

TO: State Comptroller
Department of Accounting and General Services

ATTN: Automotive Management Division

FROM: _____
Department / Agency

A. REQUEST APPROVAL TO PURCHASE:

New Vehicle

Used Vehicle from Government Agency

Federal surplus

State or County Agency

Used Vehicle from a Vendor

B. LIGHT VEHICLE PURCHASING REQUIREMENT (under 8500 lbs. GVW)

We are a "covered fleet" and must meet the requirements of Title 10, C.F.R. Section 490, Sub-Part C (75 % of new vehicle purchases in a calendar year must be alternative fuel vehicles)

We are not a "covered fleet", and must obtain energy efficient vehicles as defined in §103D-412

We have met the appropriate vehicle purchasing requirement identified above (either Title 10 or §103D-412)

We have received an exemption from the U.S. Department of Energy

We have received an exemption from SPO

We have not met the Alternative Fuel or Fuel Efficient Vehicle purchasing requirements applicable to our fleet. We plan to meet the vehicle purchasing requirements as follows:

C. TYPE OF VEHICLE TO BE PURCHASED

Attach Specifications for each type of vehicle to be purchased

QTY: _____ TYPE: _____

QTY: _____ TYPE: _____

D. PROPOSED APPLICATION AND USE OF VEHICLE(S):

E. JUSTIFICATION FOR PURCHASE:

Describe reasons why it is not feasible or cost effective to rent a Central Motor Pool vehicle.

F. OPERATION AND MAINTENANCE OF VEHICLE:

Location (parking) of vehicle _____

Fueling Location _____

Repair/Maintenance Provider _____

Estimated: _____ miles traveled per year _____ gallons of fuel per year

RECOMMEND APPROVAL

RECOMMEND DISAPPROVAL

AUTOMOTIVE MANAGEMENT DIVISION

DATE

APPROVED

DISAPPROVED

STATE COMPTROLLER

DATE

COMMENTS: