



Vehicle Addition Request

Date:

To:

From:

Dept#:

Acct#:

Project#:

YEAR MAKE MODEL

SPECS:

TOTAL COST \$

DESCRIPTION OF USE:

JUSTIFICATION:

Approval to Proceed

Fleet Manager: _____

Budget Management Office: _____

County Administrator's Office: _____

Purchasing Director's Office: _____

Attach purchase requisition and state contract quote if applicable.