

VEHICLE AND EQUIPMENT REQUEST FORM  
(See Instruction Sheet)

Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

1. Reason and justification for vehicle request: \_\_\_\_\_  
\_\_\_\_\_

2. Funding Source (Budget information will be used to prepare Board Order): \_\_\_\_\_  
\_\_\_\_\_

Is an appropriation adjustment needed?       Yes       No

Fiscal Officer: Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. Description of vehicle or equipment requested (If applicable, complete an accessories form): \_\_\_\_\_  
\_\_\_\_\_

4. Is an alternative fuel vehicle acceptable?       Yes       No

If no, reason clean air vehicle will not work: \_\_\_\_\_  
\_\_\_\_\_

5. If replacement, which vehicle or equipment is being replaced:      Type: \_\_\_\_\_  
Vehicle/Equipment Number: \_\_\_\_\_ Odometer/Hours: \_\_\_\_\_

6. Reason purchase cannot wait until next budget cycle: \_\_\_\_\_  
\_\_\_\_\_

7. CAO Release to PWD Fleet Manager:     Yes       No      Date: \_\_\_\_\_  
CAO Signature: \_\_\_\_\_

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**FOR PWD FLEET MANAGER USE**

1. Is vehicle/equipment an addition to the fleet?       Yes       No

2. If vehicle/equipment is for replacement, an inspection/evaluation to be completed by Fleet Manager:

Date Inspected: \_\_\_\_\_

Vehicle/Equipment: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Condition of vehicle and/or equipment and life expectancy: \_\_\_\_\_  
\_\_\_\_\_

Accumulated Depreciation: \_\_\_\_\_ Estimated Salvage Value: \_\_\_\_\_

Estimated Cost of Request: \_\_\_\_\_

3. Any underutilized vehicles in existing department fleet?     Yes       No

4. Fleet Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions

1. Use a separate request form for each vehicle.
2. Funding Source: Information to be descriptive and is to include funding source (i.e., grant funds, etc.) and department charge numbers. This information is used to prepare "Financial Impact" paragraph on Board Order and requisition. *No vehicle or equipment will be ordered until funding is transferred into the proper Public Works Department Accounting fund and approval by the Board of Supervisors has been received.*
3. Purchase of a car, van or pick-up requires an accessories form to be completed and attached to the Vehicle and Equipment Request Form. Accessories forms (pdf files) are available for download from the intranet site or by calling (925) 313-7071.
4. Alternative Vehicles: CNG = Compressed Natural Gas  
Hybrid = Combination of gasoline and electric  
Electric= Charging stations available at 1220 Morello Avenue or 2467 Waterbird Way, Martinez
5. Describe vehicle or equipment type being replaced. Vehicle and odometer or equipment number and hour usage must be completed.
6. Reason must be specific. Poor planning is not a justification.
7. Submit completed Vehicle and Equipment Request form to CAO Analyst assigned to your department.

### **General Information:**

**Purchase Time:** Purchase time varies in length depending on type of vehicle or equipment requested and the supplier. On average, the process takes approximately 90 days after the Fleet Manager receives Board of Supervisors approval.

**Underutilized Vehicles:** Fleet Services will determine whether department requesting a new vehicle has any underutilized vehicles in its current inventory prior to approval of the request. Underutilized vehicles must be addressed prior to purchase of any new vehicles.

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