

VEHICLE AND EQUIPMENT REQUEST FORM
(See Instruction Sheet)

Department: Health Services - Behavioral Health

Date: 6/28/2018

Authorized Signature: 

Telephone: 7-7546

Printed Name: Matthew White

1. Reason and justification for vehicle request: To transport clients and families to group therapy and other treatments at First Hope clinic. To support the expansion of First Hope services such as the First Episode Psychosis program.

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

Is an appropriation adjustment needed? Yes No

Fiscal Officer Name: Faye Ny Telephone: 925-957-5540

3. Description of vehicle or equipment requested (if applicable, complete an accessories form): Ford Transit Connect Cargo

4. Is an alternative fuel vehicle acceptable? Yes No

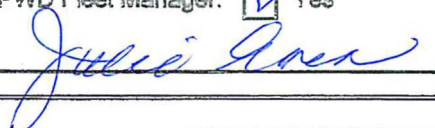
If no, reason clean air vehicle will not work: The selected vehicles that meet the program needs are not offered as an alternative fuel vehicle.

5. If replacement, which vehicle or equipment is being replaced: Type: N/A

Vehicle/Equipment Number: N/A Odometer/Hours: N/A

6. Reason purchase cannot wait until next budget cycle: The funds have been budgeted in this fiscal year.

7. CAO Release to PWD Fleet Manager: Yes No Date: 6/28/18

CAO Signature: 

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: _____

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Is an appropriation adjustment needed? Yes No

Fiscal Officer: Name: Faye Ny Telephone: 925-957-5540

3. Description of vehicle or equipment requested (If applicable, complete an accessories form): Ford Fusion Hybrid-5 passenger

4. Is an alternative fuel vehicle acceptable? Yes No

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