

FLEET SERVICE REQUEST FORM

Top portion to be completed by Fleet Coordinator and emailed to Alan Bates with a copy to Carter Oster and Jason Perkins.

<input type="checkbox"/> Budgeted <input type="checkbox"/> Unbudgeted		Budget Year	Vehicle #	<i>(if a replacement)</i>			Form No.	
Bureau/Division:							Priority No.	
Contact Person:			Phone:		Date Submitted:			
Bureau Director/Designee Signature:							Date:	
<input type="checkbox"/> New Additional Equipment <input type="checkbox"/> Upgrade <input type="checkbox"/> Regular Replacement <input type="checkbox"/> Early Replacement – Year Due: <input type="checkbox"/> Special Project (*If communications or electronic equipment is required, please submit request for those items to ComNet)								
Current Equipment Class Code:			Monthly Estimate Miles:		or Hours:		No. Requested:	
Description:							No. of Months Requested:	
PROJECT DESCRIPTION: (Please attach detailed list of equipment or work required for project and a brief explanation of operational requirements. Possible examples of required equipment are: light-bars, bed liners, special tool boxes, special utility body types, lift-gates, etc.)							BILLING INFORMATION <i>(for operational costs)</i>	
							SAP Cost Object Code	
							Dept. ID (6 digits)	
EQUIPMENT ACQUISITION COST (To be Completed by CityFleet)								
Description	New Class Code	Purchase Cost	Auxiliary Equipment	Number Requested	Equipment Cost	Monthly Replacement	No. of Months	Fiscal Year Amount
					\$			\$
					\$			\$
Total Equipment Cost (651109)					\$	Replacement Cost (651110)		\$
EQUIPMENT OPERATING AND MAINTENANCE COST (To be Completed by CityFleet)								
Description	Class Code	Group Usage Rate	Estimated Monthly Usage	Monthly O&M Cost (in. fuel and PM)	No. of Months	Annual O&M Cost (inc. fuel and PM)	No. Requested	Fiscal Year O&M Cost
				\$		\$		\$
				\$		\$		\$
Total O&M Cost (651101)							\$	
<i>(Includes All Maintenance & Operating Costs)</i>								
Total Rental/Loaner Cost							\$	
SPECIAL PROJECTS (To be Completed by CityFleet)								
Description		Material			Labor		Fiscal Year Projects Cost	
		\$			\$		\$	
		\$			\$		\$	
Total Special Project Cost							\$	
Fleet Line Item	651101 Commercial Labor	651101 Labor	651108 Fuel	651101 Parts	651109 Capital Equipment	651112 Outside Rentals/Leases	New Vehicle #	
Amount	\$	\$	\$	\$	\$	\$	Tech Spec. #	
Michael Roy, Fleet Manager				Date	Finance Manager Signature			Date