

# FLEET SERVICE REQUEST FORM

*Top portion to be completed by Fleet Coordinator and emailed to Donny Leader with a copy to Carter Oster and Jason Perkins.*

<input type="checkbox"/> Budgeted <input type="checkbox"/> Unbudgeted		Budget Year	Vehicle # <span style="float:right">(if a replacement)</span>			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: 2022 <input type="checkbox"/> Special Project <small>(*If communications or electronic equipment is required, please submit request for those items to ComNet)</small>									
Current Equipment Class Code:			Monthly Estimate Miles:		or Hours:		No. Requested:		
Description:				No. of Months Requested:					
<b>PROJECT DESCRIPTION:</b> (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.)							<b>BILLING INFORMATION</b> <i>(for operational costs)</i>		
							SAP Cost Object Code		
							Dept. ID (6 digits)		
<b>EQUIPMENT ACQUISITION COST (To be Completed by CityFleet)</b>									
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)		\$	
<b>EQUIPMENT OPERATING AND MAINTENANCE COST (To be Completed by CityFleet)</b>									
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)							\$		
(Includes All Maintenance & Operating Costs)									
Total Rental/Loaner Cost							\$		
<b>SPECIAL PROJECTS (To be Completed by CityFleet)</b>									
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	