

Vehicle Purchase Authorization Form

1: Vehicle To Be Purchased:

Make: Dodge	Model: 5500	Fund/Division: 502 / 3126
CIP Account #: New	Budget Amount: \$0 Pending council appropriation	Requested By: (Print Name & Initial) Danny Galindo

New Vehicle Specifications: (if more space needed - attach pages)

See attached specs

2: Vehicle To Be Replaced: (To be completed for replacement vehicles only)

Vehicle #: 416915	Make: Ford	Model: F550
Year: 2009	Mileage: 104,495	Annual Miles Driven:
Annual Preventative Maintenance Costs:	Repair Costs Life-To-Date: \$133,736.55	

3: Fleet Recommendations:

1. Does current vehicle meet Policy guidelines for replacement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Does vehicle evaluation justify replacement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Replacing with same class of vehicle? (If no CM approval required)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Requested Vehicle Specifications Approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
5. Alternative Fuel/Hybrid/Low-emission vehicle available for these Specifications?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Recommended Alternative Fuel/Hybrid/Low Emission Vehicle: Make / Model / Recommended Fuel System

6. Is a recycled vehicle available for this use?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
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Recommended Recycled Vehicle: Make / Model / Vehicle Number

7. Is a used Enterprise department vehicle available for this use?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
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Recommended Enterprise Vehicle: Make / Model / Vehicle Number

4: Approvals:

Department Head Approval:	Date:
Fleet Manager Approval:	Date:
	3/23/2024
Public Works Director Approval:	Date:
	3-23-26
Finance Director Approval:	Date:
	3-31-20

To Be Completed by Requesting Department

To Be Completed by Fleet