




Vehicle Purchase Authorization Form			
To be Completed by Requesting Department	1: Vehicle To Be Purchased		
	Make: FORD	Model: F-250	Fund/Division: 4442
	CIP Account # N/A	Budget Amount: N/A	Requested By: (Print Name & Initial) Jason Serpa
	New Vehicle Specifications: (if more space needed – attach pages) F-250 w/ tow package (single cab work truck) - see dealer sticker (attached)		
	2: Vehicle To Be Replaced: (To be completed for replacement vehicles only)		
To be Completed by Fleet	Vehicle #: 253905	Make: FORD	Model: F-350
	Year: 2009	Mileage: 98,910	Annual Miles Driven: 6,594
	Annual Preventative Maintenance Costs: \$447 / year	Repair Costs Life-To-Date: \$41,273	
	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" attach memo)	<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 checked="" 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	
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	
Recommended Enterprise Vehicle: Make / Model / Vehicle Number			
4. Approvals:			
Department Head Approval: 		Date: 6/7/24	
Fleet Supervisor Approval: 		Date: 6/7/24	
Public Works Director Approval: 		Date: 6-7-24	
Finance Director Approval:		Date:	

Vehicle Evaluation Form

Vehicle Description:

Vehicle #: 523905	Make: Ford	Model: f350
Year: 2009	Mileage \ Hours: 98,910	Completed By: (Print Name & Initial) S.Ellis

Rating Guide: (1-10) 1=Excellent to 10=Unservicable; (1-5) 1=Excellent to 5= Unservicable

Rating 1-10	Component: (Comments)
10	ENGINE: Turned in early due to blown engine. Cost to repair is over value of vehicle. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
5	Transmission/Differential: Trans is good. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
n/a	Power Take Off: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
5	Chassis Outside: (including tires, brakes & windows)Tires and brakes are good. Body is in good shape. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
Rating 1-5	Component: (Comments)
3	Suspension System: normal wear <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
5	Cooling System:oil in cooloing system, with fuel. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
3	Steering System:steering has normal wear <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
3	Vehicle Interior:dash is shoeing signs of cracking. Seat needs reupholstered. Floor is showing signs of wear near pedals. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
34	Total Scoring Key: Heavy Equipment: 0-15=Excellent, 16-30=Good, 31-45=Fair, 46-60=Poor Light Equipment: 0-11=Excellent, 12-25=Good, 26-37=Fair, 38-50=Poor

Operational Cost Summary by Equipment
For Month: 12 2023

Equipment ID	Miles/ Eng Hr	Fuel Cost	Oil Cost	PM Cost	Repair Cost	Depreciation Cost	MISC. Cost	Total Cost
253905	1 TON 09							
Month	0	155.04	0.00	100.85	0.00	0.00	105.00	360.89
Calendar YTD	7586	3722.06	0.00	882.48	19551.29	0.00	5509.20	29665.03
Life-to-Date	98910	45699.04	0.00	6705.39	34566.33	0.00	16500.35	103471.11

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