

Vehicle Action Sheet

Date: 10/12/17

Requested Action:

- Requested Action checkboxes: New Vehicle as an Addition, New Vehicle as a Replacement, Vehicle Transfer In/Out, Remove Vehicle from Service for Disposal, Temporary Request for Vehicle from Fleet Services Pool.

Section A

New Vehicle or Remove Vehicle from Service Data

06218 2017 Ford Taurus
Unit no. Year Make Model

505502 Police
Program no. Division Division Director Director Signature

Section B

Vehicle Replacement Data

06258 2003 Ford Crown Victoria
Unit no. Year Make Model

Vehicle Transferring between Divisions

Transfer in Division Data

Transfer in Division Data fields: Program no., Division, Division Director, Director Signature

Transfer out Division Data

Transfer out Division Data fields: Program no., Division, Division Director, Director Signature

Section C

Vehicle Request to Add to Fleet Division

How will this vehicle be utilized?

Is this addition the result of new duties or responsibilities? If yes, please explain and if not, why is an additional vehicle necessary?

Requesting Department Commissioner (signature required for section C) Date

Approved By: Commissioner of General Services (signature required for section C) Date