

Vehicle Action Sheet

Date:

4/30/18

Requested Action:

- New Vehicle as an Addition (complete sections A and C)
- New Vehicle as a Replacement (complete sections A and B)
- Vehicle Transfer In/Out (complete section B)
- Remove Vehicle from Service for Disposal (complete section A)
- Temporary Request for Vehicle from Fleet Services Pool (complete section A)

Section A

New Vehicle or Remove Vehicle from Service Data

00160 1996 International 4700
Unit no. Year Make Model

505502 Police *Lawrence Weather*^{Gms} *Lawrence Weather*^{Gms}
Program no. Division Division Director Director Signature

Section B

Vehicle Replacement Data

Unit no. Year Make Model

Vehicle Transferring between Divisions

Transfer in Division Data

Program no. Division Division Director Director Signature

Transfer out Division Data

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