

# EQUIPMENT PURCHASE REQUEST FORM

---

## AGENCY INFORMATION

**DATE SUBMITTED TO SEF:**

**AGENCY TRACKING NUMBER:**

**DEPARTMENT:**

**DIVISION:**

**AGENCY COORDINATOR NAME:**

**AGENCY COORDINATOR PHONE:**

**IS THIS A REPLACEMENT OR ADDITIONAL ASSET?**

## REPLACEMENT INFORMATION (IF APPLICABLE):

**ASSET NUMBER OF UNIT TO BE REPLACED:**

**ASSET NUMBER OF UNIT TO BE TURNED IN:**

**IS THIS ASSET ON YOUR FISCAL YEAR REPLACEMENT PROGRAM?**

IF NO, THEN WHAT ASSET WILL IT BE  
REPLACING IN THE REPLACEMENT PROGRAM?

**WHAT IS THE REASON FOR THE REPLACEMENT?**

IF "OTHER" PLEASE EXPLAIN:

**IS THIS A CLASS EQUIVELANT REPLACEMENT?**

IF NO, PLEASE EXPLAIN WHY THE CURRENT VEHICLE CLASS DOES NOT MEET YOUR NEEDS:

## INFORMATION FOR REPLACEMENT OR ADDITIONAL ASSET:

**APPROVAL FOR ADDITION TO FLEET?**

(Per P&P 11.05.020, this approval must be attached prior to the procurement process)

**FUNDING INFORMATION:**

(If using credits this purchase must fit within the agency allocated funding for the current FY replace program)

**VEHICLE/EQUIPMENT REQUESTED:**

**CURRENT LOCATION OF SERVICE:**

**ANNUAL MILES DRIVEN:**

**PERCENT OF HIGHWAY DRIVING:**

**PERCENT OF SECONDARY/OFF-ROAD DRIVING:**

**NUMBER OF PEOPLE TRANSPORTED IN THIS UNIT, OTHER THAN THE DRIVER:**

**TYPE/SIZE/WEIGHT OF ANY ANCILARY EQUIPMENT SUCH AS PLOWS, SANDERS, TOOL BOXES,  
ETC. THAT MAY BE USED WITH THIS ASSET:**

**TOWING: IF THE ASSET WILL BE USED FOR TOWING, WHAT SIZE/WEIGHT IS THE TRAILER  
CARGO?**

**REQUIRED VEHICLE ACCESSORIES OR SERVICE FEATURES:** (light bars, auxiliary heaters, sign board, etc.)

**COMPONENTS/SYSTEMS THAT WILL BE DEPENDANT UPON THE HYDRAULIC SYSTEM:**

**ASSIGNMENT INFORMATION**

**FINAL ASSIGNMENT BILLING CODE:**

**VEHICLE POC AND PHONE NUMBER:**

**EXPECTED BILLING LIFE:**

**ADDITIONAL INFORMATION:** Please attach any information you have concerning this order, including vendor quotations, specifications or product information.

**IMPORTANT NOTICES:**

- All assets are ordered through current contracts or may have to go through the bidding process. Delivery times vary from 180 – 365 days depending upon the type of equipment. Please work with the procurement staff to plan accordingly.
- If you plan to keep the asset being replaced, you must get a condition report from SEF for final approval even if you are turning in something else. If this will be an increase to your fleet and nothing will be turned in, you must complete a "WX REQUEST" form and include that with this questionnaire.

**ATTACHMENTS:**

- This form
- Financial billing information
- Approval to Add to Fleet (if applicable)
- Condition Report (if applicable)
- Build sheet for main unit from State Equipment Fleet contracts page
- List of and estimated price quote for required vehicle accessories or service features  
(where no contract is applicable)