

SEF CHECK OUT/IN and ASSIGNMENT RELOCATION SHEET

Vehicle # _____ Description _____

Department/Section _____ Phone # _____

Point of Contact _____

Collocation Code: _____ Required From (ADP) _____ to _____

Location _____

TYPE OF ASSIGNMENT: LOCATION CHANGE/UPDATE "X" CLASS

DAILY RENTAL (ADP) \$ _____ PERMANENT ASSIGNMENT ADDITIONAL UNIT

REPLACEMENT FOR _____ REPLACED BY _____

IF TURNING IN WET LIFE VEHICLE:

REASON FOR TURN IN:

- REPLACEMENT
- CREDIT
- EXCESS TO NEEDS

DISPOSITION OF VEHICLE:

- SALE POOL (CAS) /Condition: G F P (circle one)
- AWAITING REASSIGNMENT (CAR)/Cond: G F P

CUSTOMER SIGNATURE	SEF SIGNATURE	CUSTOMER SIGNATURE	SEF SIGNATURE
DATE OUT		DATE IN	
MILES/HOURS		MILES/HOURS	

**User will be charged for a complete day regardless of the time of day unit is returned.

FUEL CARD ISSUED/RETURNED _____

VISA \$40.00 CREDIT CARD REPLACEMENT FEE CC _____

WX AGREEMENT: It is understood the user agency is responsible for the following and accepts all conditions of use:

1. All costs incurred in bringing this vehicle into safe and reliable condition, including meeting emission standards and performing any past due or about due PMs, will be billed to the user agency.
2. All subsequent maintenance costs, including damage and accident repairs, will be billed to the using agency.
3. Any costly repairs will result in the vehicle being taken out of service and sold if deemed in the best interest of the State by the District Equipment Manager. If a unit is found to be mechanically unsafe, it will immediately be removed from service. An effort will be made to locate another suitable vehicle for the using agency.
4. "X" class units are to be considered a loan from SEF for low or short term use. "X" class units are not considered permanent nor are they replaceable.
5. The vehicle will be returned in the same condition that it was received less normal wear and tear. The cost of repairing non-normal wear and tear will be billed to the using agency. The cost of any required cleaning of the equipment to reassign will be billed to the using agency.
6. The user will be responsible for returning the unit to the SEF shop it was received from unless the District Equipment Manager has approved other arrangements.
7. In the event of an emergency need to keep airports and highways open, all units considered snow removal equipment (i.e., dump trucks, loaders, graders, sanders, plows and snow blowers) will be returned upon the Equipment Manager's request.

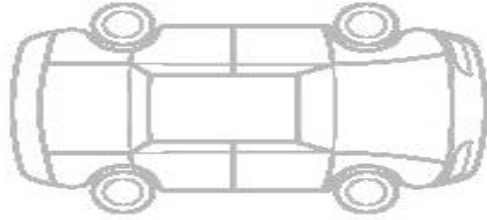
I have read and understand the above agreement and agree to the conditions stated herein.

 Printed Name & Title _____
Signature _____
Date
 (See condition/deficiencies section on reverse)

GENERAL CHECK OUT/IN INSPECTION

Note Exterior Body Damage

Comments: _____



Road test performed: _____ Mileage _____

Signed _____

CONDITION REPORT

Mileage	LOW _____	AVERAGE _____	HIGH _____
Appearance	GOOD _____	FAIR _____	POOR _____
Mechanical	GOOD _____	FAIR _____	POOR _____
Engine	GOOD _____	FAIR _____	POOR _____
Drive Train	GOOD _____	FAIR _____	POOR _____
Steering/Brakes	GOOD _____	FAIR _____	POOR _____

UNIT DEFICIENCIES:

