

REQUEST FOR APPROVAL TO PURCHASE A FEDERAL SURPLUS VEHICLE FROM GENERAL SERVICES

Department of Transportation & Public Facilities
Administrative Services Division
State Equipment Fleet
2200 E. 42nd Avenue, Anchorage, AK 99508

REFERENCE: DPDR 11.03.009, ACQUISITION OF EXCESS FEDERAL VEHICLES/EQUIPMENT

INSTRUCTIONS: Before purchasing or obtaining a vehicle from DOA, General Supply & Services, this form MUST be completed and submitted for approval to DOT&PF, State Equipment Fleet, along with the following documents.

1. AGENCY PURCHASE OR STOCK REQUEST
2. A REGIONAL STATE EQUIPMENT FLEET INSPECTION / CONDITION REPORT OF THE VEHICLE

THE AGENCY IS RESPONSIBLE FOR THE FOLLOWING AND ACCEPTS ALL CONDITIONS OF ISSUE:

- ◆ All costs incurred in bringing the vehicle into a safe and reliable condition, including emission standards.
- ◆ License plates are to be obtained through SEF. The title will be retained by the Department of Administration until the compliance period is ended, and then transferred to the State Equipment Fleet.
- ◆ Any costly repairs will be handled per "Repair Restrictions" as noted in DPDR 11.05.013 of the SEF P&P Manual (what is deemed in the best interest of the state by the regional equipment manager). If a unit is deemed mechanically unsafe, it will be immediately removed from service. An effort will be made to locate another suitable vehicle.
- ◆ In accordance with SEF policy the unit will be placed in "WN" status unless otherwise justified by the agency, upon the approval of the HQ SEF Manager.

NOTE: NO VEHICLE MAY BE PURCHASED WITHOUT APPROVAL FROM THE STATEWIDE FLEET MANAGER.

USER TO COMPLETE

Vehicle Type: _____

SEF USE ONLY

Year/ Make/Model: _____

PLATE #: _____

Serial Number: _____

CLASS: _____

Color: _____

CUSTODIAN CODE: _____

Odometer: _____

LOCATION CODE: _____

Cost of Vehicle: _____

SHOP CODE: _____

Billing Status: _____

Collocation Code: _____

Location: _____



Requesting Department: _____

Address: _____

Requesting Property Officer: _____ Date: _____

Telephone Number: _____

APPROVAL/DISAPPROVAL
STATEWIDE FLEET MANAGER: _____ **Date:** _____