

REQUEST FOR "X" CLASS EQUIPMENT

MEMORANDUM

STATE OF ALASKA

TO: SEF District Equipment Manager

DATE:

FILE NO:

TELEPHONE NO:

FROM: _____

SUBJECT: Request for "X" Class
Vehicle/Equipment

The following "X" class vehicle/equipment is requested:

WX DX

Vehicle/Equipment No. _____
Assigned location _____
CC to charge _____

Reason for "X" class requirement: _____

Dates the vehicle/equipment is required (from/to) _____

It is understood the user agency is responsible for the following and accepts all conditions of issue.

1. All costs incurred in bringing this vehicle into a safe and reliable condition, including meeting emission standards and performing any past due or about to be due PMs, will be billed to the user agency.
2. All subsequent maintenance costs, including damage and accident repairs, will be billed to the user agency.
3. Any costly repairs will result in the vehicle being surplused, 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.
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, sanders, graders, plows, and snow blowers) will be returned upon the Equipment Managers' request.

REQUESTED BY

Printed: Commissioner & Department

Signature

Date

APPROVED FOR ASSIGNMENT

District Equipment Manager

Date