



EQUIPMENT REQUEST FORM

COMPLETE AND SUBMIT TO YOUR SEF PROCUREMENT OFFICER

USER INFORMATION

Purchase Request or Delivery Order Number:

Date:

Department Requesting:

Division Requesting:

Procurement Point of Contact:

Procurement Phone Number:

Location:

Vehicle Point of Contact Name:

Vehicle Point of Contact Email:

Vehicle Point of Contact Phone Number:

Monthly Billing Collation Code:

Reason for addition or replacement request:

Description of what is being requested:
(Attach appropriate build sheets and quotes as well)

Is this an addition to the fleet or a replacement?

If this is an addition to the fleet, you must have permission to add to the fleet signed by your department's Commissioner's Office before our office can proceed with your order

If applicable, what vehicle number is being replaced?

If the asset being replaced has attachments, what are the numbers?

Are the attachments listed above being replaced at this time?

FINANCIAL INFORMATION

What type of funding is being used to purchase this request?

Before our office can proceed with any step of the procurement or specification writing process, we require that you have the funding in place either by credits available, line coding, or an encumbrance showing funds are available for this particular purchase.

Encumbrance Number:
(Required where agency funding is being used)

Collocation Code:

Ledger Code:

Account Code:

How many years life do you want on this asset?

Do you have a budgetary estimate from a vendor?

ADDITIONAL INFORMATION

If you have any product information or specifications from a manufacturer please include them with this request form.

Vendor Contact Information:

(If applicable)

Additional Comments:

Standard delivery time for light duty vehicles is 180 days from date of order. Some equipment, in addition to the procurement process can take up to a year before the equipment will be received. Please plan accordingly!

Documentation to include with this request if applicable:

This Form

Financial Coding or Encumbrance

Approval to Add to Fleet if applicable

Any vendor specifications or estimated price quote

List of additional options

Order sheets from State Equipment Fleet Contracts page