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

Department of Transportation & Public Facilities
State Equipment Fleet
5420 Dr. Martin Luther King Jr. Avenue
Anchorage, AK 99507

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: ____________________________________________

Year/ Make/Model: ________________________________________

Serial Number: ________________________________________

Color: _________________________________________________

Odometer: _____________________________________________

Cost of Vehicle: ________________________________________

Billing Status: _________________________________________

Collocation Code: ______________________________________

Location: _____________________________________________

Requesting Department: ______________________________________

Address: ______________________________________________

Requesting Property Officer: _______________________________ Date: ______________

Telephone Number: ______________________________________

APPROVAL/DISAPPROVAL
STATEWIDE FLEET MANAGER: ______________________________ Date: ______________