 **Vehicle Lease Request**

**Instructions:** Agencies will use this form to request approval from the State Bureau of Procurement Director for an extended vehicle rental in accordance with PRO-414, Leasing and Rental Agreements; Vehicles and Other. Vehicle Procurement.

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| **Section 1: Agency Information** |
| Requesting Agency:       | Date:       |
| Staff Contact / Submitted by:       | Phone:       |
| Email:       |
| Supervisor Review / Approval:      | Date of Approval:       |

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| **Section 2: Vehicle Information** |
| Qty.      | Vehicle Make | Model | Year | Monthly Miles      | Type (Pass, LE, LDT)      |
| **Options**If vehicle includes any options, provide justification:      |

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| **Section 3: Vehicle Use**Describe why the vehicle is needed and what the vehicle will be used for, be as specific as possible (Attach additional pages if needed). |
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| **Section 4: Vehicle Need** |
| Has your staffing increased? Explain.      | [ ]  Yes / [ ]  No |
| Would an internal reallocation of vehicle be beneficial (possible)? If not, why?      | [ ]  Yes / [ ]  No |
| Has legislation passed expanding the scope of the agency, thereby, necessitating an additional vehicle(s)? If yes, how? Provide a copy of the legislation.      | [ ]  Yes / [ ]  No |
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| **Section 5: Vehicle Use** |
| Length of lease contract |       |
| Indicate who will be driving the vehicle |       |

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| **Section 7: Cost Analysis**Complete a Lease Cost Analysis form DOA-3850B to submit with request and provide a cost for the following: |
| Purchasing a vehicle | $       |
| Leasing/Renting a vehicle from DOA Central Fleet | $       |
| Leasing a vehicle from a current state contract (if applicable) | $       |
| Extended rental of a vehicle from the current state contract  | $       |
| With vendor supplied insurance | $       |
| Without insurance | $       |

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| **Section 8: Approval Impact**Describe the consequences if the lease is not approved. |
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| **Information Completed By:** |
| **Print Name** | **Signature** | **Date** |
|       |       |       |
| **Email:**       | **PH:**       |

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| **Include the following documents with your submittal:****[ ]** Request with all questions answered/completed**[ ]** Copy of the 3 quotations for vehicle lease, with abstract[ ]  Any additional information you feel would be beneficial for review[ ]  Completed Lease Cost Analysis DOA-3850B | **Email documents to:****Ron Hooker at****ronald.hooker1@wisconsin.gov** |