 **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**](mailto:ronald.hooker1@wisconsin.gov) |