 **Donated Vehicle Request**

**Instructions:** Agencies will use this form to request approval from the State Bureau of Procurement Director for a donated vehicle in accordance with PRO-506, Vehicle Procurement.

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| **Section 1: Agency Information** |
| Requesting Agency:       | Email:       |
| Agency that owns Vehicle:      | Date:      |
| Staff Contact:      | Vehicle Identification Number (VIN):      |
| Email Contact:       | Telephone:      |

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| **Section 2: Donation Information**Explain how the donated vehicle was obtained or authorized (attach more pages if necessary). |
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| **Section 2: Vehicle Use**Provide a justification for the need and usage of the vehicle (attach more pages if necessary). |
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| **Section 3: Vehicle Value**Use the National Auto Research **Black Book Value** to provide the following information. If you don’t have access to Black Book, please contact the SBOP Vehicle Procurement Manager for assistance. |
| Wholesale Value | $       |
| Retail Value | $       |

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|  | **ITEMS TO COMPLETE AND SUBMIT WITH REQUEST** | **Completed & Submitted** |
| **1.** | Submit completed form DOA-3016, answer all 11 questions listed under “Additional Vehicle”  | **[ ]**  |
| **2.** | Photos of vehicle | **[ ]**  |
| **3.** | Any additional information you feel would be beneficial for review | **[ ]**  |
| **Information Completed By:** |
| **Print Name** | **Signature** | **Date** |
|  |  |  |
| **Email:**       | **PH:**       |

**Email completed documents to:**

**Leann McGowan - Procurement Specialist, Senior /** **Leannk.mcgowan@wisconsin.gov** **/ 608-266-8024**