 **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**](mailto:Leannk.mcgowan@wisconsin.gov) **/ 608-266-8024**