**Emergency Vehicle Replacement Request**

Instructions: Agencies will use this form to request approval by the State Bureau of Procurement Director for an emergency vehicle replacement 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 Position ID: |
| Email Contact: | Telephone: |

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| **Section 2: Vehicle Information** | | | | | |
| Vehicle Make | Model | Year | YEARLY Annual Miles Driven | Current  Mileage | Specify one  LE, Pass, LDT |

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| **Section 3: Vehicle Use**  Describe the critical nature of the vehicle. Be as specific as possible (attach additional pages if needed). |
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| **Section 4: Approval Impact**  Explain the consequences if the vehicle is not approved for emergency replacement. |
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| **Section 5: Vehicle Condition**  Describe the condition of the vehicle being submitted for emergency replacement. (Please provide pictures that show vehicle damage). |
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| **Section 6: Estimates** | |
| Attached two estimates from vendors showing the cost to repair the vehicle (per latest PIM) | Yes /  No |
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| **Section 6: 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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| **Information Completed By:** | | | |
| **Print Name** | **Signature** | | **Date** |
|  |  | |  |
| **Email:** | | | **PH:** |
| **Check that the following items have been included with the request: Sent with Request** | | | |
| Completed and Signed RPA forms 3046A & 3046 | |  | |
| Quantity of two (2) vehicle repair estimate with PHOTOS OF THE VEHICLE | |  | |
| DOA 3016 form if not in State EFM system | |  | |
| Any other supporting documentation | |  | |

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| **FOR COMPLETION BY DOA:** |  |
| Memo to Bureau Director |  |
| Letter of Disposition to Agency/Campus from Bureau Director |  |
| Current Emergency Replacement Spreadsheet |  |
| Current Case Letter |  |