**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 oneLE, 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 | [ ]  |