Division: Public Works

Vehicle/Equipment Request

Unit #	Year of Equip.	Description of Equipment	Activity #	Action Taken A or R	Est. Purhase Cost	Est. Annual Oper. & Repl. Costs	Est. Miles/Hrs use/year	Actual Mileage/Hours	Important - Reason for Addition or Replacement*
41	2008	1 ton with crew cab		R	$60,000				vehicle was totaled in accident
		message board		R	$12,500				board was totaled in accident
				Total	$72,500	$0			

Note : A = Addition
R = Replacement

* = Reason for replacement must be given if vehicle / equipment is less than eight (8) years or has less than 75,000 miles or 4,000 hours.

Note: A vehicle purchase is less expensive than mileage reimbursement if the vehicle is driven more than 12,000 miles per year. User department responsible for funding initial purchase of additional vehicles, Equipment Fund is funding source for replacement vehicles.

3-9-16
Division Requester — Date

3-11-16
Department Head — Date

3-11-16
Equipment Superintendent — Date

3/21/16
City Manager — Date

FORM B-8