**VEHICLES ONLY**

**NOTE:** Vehicle requests NOT part of the yearly vehicle package bid in August must be sent INTER D to: System Purchasing, Attn.: Dex Thusius, 780 Regent St., AFTER obtaining Gary Graham’s approval.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requisition Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request for Purchasing Approval (RPA#): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid/Waiver Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request for Governor’s approval to make vehicle purchase for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY ANALYSIS AND CERTIFICATION**

**PROPOSED VEHICLE USE:**

**IMPACT IF REJECTED:**

**COST/SOURCE OF FUNDING:**

**CONDITION OF VEHICLE TO BE REPLACED:**

**JUSTIFICATION FOR EXTRA OPTIONS:**

**SPECIAL NOTES:**

The undersigned certifies that this request for Governor’s approval meets all applicable state and federal statutes, rules, regulations, and guidelines. This certification is based upon a thorough and complete analysis of this request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Specialist Telephone

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Lori Voss, Director, Purchasing Services Telephone

Attachments (check appropriate)

\_\_ Cover letter

\_\_ Copy of quotation

\_\_ Specifications

\_\_ Copy of contract

\_\_ Requisition

\_\_ Other information & documentation