


FY24 Requisition for Leased Vehicle - Law Enforcement

Minnesota Statutes 16C.137, subdivision 1, directs public agencies to implement purchasing practices that can be used to positively impact the environment. Executive Order 19-27 directs State agencies to take steps that include reducing greenhouse gas emissions and a reduction in petroleum consumption by state vehicles.

The Department of Administration, Fleet Services is committed to this effort by working with State Agencies to replace fleet vehicles with “Greener” vehicles throughout the State fleet. We recommend that State Agencies choose a vehicle with the Green Fleet Choice logo  whenever possible. Through these fuel efficiencies, state government will have a substantial impact on the environment and economic efficiency.

Organization / Agency: _____ **Department #:** _____

Fleet Administrator

Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Type of Vehicle Order: _____ **New/ Additional** _____ **Replacement** _____ **Vehicle # Being Replaced** _____

Vehicle Requested:

Primary Use:

Marked Squad Unmarked Squad K-9 Unit

Special Equipment or Options Request *(There may be an additional cost if not included on contract i.e. color choice*, accessibility ramps, security partitions, tow and plow packages, etc.):*

License Plates:

“Police” “Sheriff” Unmarked * None *(supplied by agency)*

Vehicle Decals: Installation by Vendor before pickup (and returned to Fleet)

No decals Vendor pickup for install (picking up from Vendor) Customer Installing after delivery

FY24 Requisition for Leased Vehicle - Law Enforcement (con't)

Lease Term:	Estimated Yearly Mileage:	
<hr/>		
Driver Information		
Various Drivers	Driver Name (if assigned):	
Address:	Phone Number:	
City :	State: Zip:	
Email:		
<hr/>		
Vehicle Overnight Parking Location:		
Address:		
City :		
State:	Zip:	
<hr/>		
Additional Billing Information (Optional)	Invoice/Program/Order #:	
Unit Level 1:	Unit Level 2:	Unit Level 3:
<p><i>Customer agrees vehicle lease rates will begin at the time vehicle is picked up <u>or</u> 10 days from receipt of notification the new vehicle is ready for pickup, whichever comes first.</i></p>		
Signature of Fleet Administrator: _____		Date: _____
Signature of Authorized Signer: _____		Date: _____
Signature of Agency Commissioner: _____		Date: _____
<i>(Commissioner signature required for vehicles not meeting the Green Fleet Choice.)</i>		

FLEET SERVICES USE ONLY:

Unit #:	PO #:	<input type="checkbox"/> UPFIT NEEDED	<input type="checkbox"/> ML Draw	<input type="checkbox"/> Political Sub	<input type="checkbox"/> No Telematics
		<input type="checkbox"/> 5100 Fund	<input type="checkbox"/> No Transit Tax	<input type="checkbox"/> No Fuel Card	
Tech Spec:	ML Term:	Class 5:	Profile:		
Request #:	Plate #:	PM Code:	Pick Up Date/ Mileage:		