


### FY24 Requisition for Leased Vehicle

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.

<b>Organization / Agency:</b>		<b>M5 Dept. #:</b>	
<b>Fleet Administrator</b>			
Name:		Phone Number:	
Address:			
City:		State:	Zip:
Email:			
<b>Type of Vehicle Order:</b>	New/ Additional	Replacement	<i>Vehicle # Being Replaced</i>
<b>Vehicle Requested:</b>			
<b>Justification for Greenhouse Score below 7 (requires commissioner approval):</b>			
<b>Primary Use:</b> <input type="checkbox"/> Group Home <input type="checkbox"/> ADA <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Emergency Services <input type="checkbox"/> Investigative <input type="checkbox"/> Inspections <input type="checkbox"/> Secure Client Transportation <input type="checkbox"/> Campus Patrol <input type="checkbox"/> Facility/Grounds <input type="checkbox"/> Seasonal <input type="checkbox"/> Heavy Duty Usage <input type="checkbox"/> Passenger Use <input type="checkbox"/> Required per Statute <input type="checkbox"/> Management/Administrative <input type="checkbox"/> K-9 <input type="checkbox"/> Other:			
<b>Required Passenger Vehicle Information:</b> Average Number of Passengers Transported Daily:      1-2      3-5      6 or more			
<b>Special Equipment or Options Request</b> <i>(There may be an additional cost if not included on contract i.e. color choice*, power seat, accessibility ramps, security partitions, tow and plow packages, etc.):</i>			
<i>*Color choices are NOT guaranteed</i>			
<b>License Plates:</b>			
City/County Tax Exempt		State Government	Unmarked *
<i>* Unmarked per M.S. 168.012 Subdivision 1c through 1k (include letter, on agency letterhead, for the use of the unmarked plate)</i>			
<b>Vehicle Decals:</b>		“Fleet Services”	Provided by Customer (prior to delivery)
No decals (include justification)			Customer Installing (after delivery)

## FY24 Requisition for Leased Vehicle (con't)

<b>Lease Term:</b>	Estimated Annual Mileage:	
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<b>Driver Information</b>		
Various Drivers	Driver Name (if assigned):	
Address:	Phone Number:	
City :	State:                      Zip:	
Email:		
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<b>Vehicle Overnight Parking Location:</b>		
Address:		
City :		
State:	Zip:	
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<b>Additional Billing Information (Optional): Invoice/Program/Order #:</b>		
<b>Unit Level 1:</b>	<b>Unit Level 2:</b>	<b>Unit Level 3:</b>
<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"/> 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:	

Chargeback/Capital Adjustment	Vendor:	Quote #:	PO #
<b>Upfit Description:</b>			
<b>Alternate Description:</b>			