DEPARTMENT OF ADMINISTRATION
FLEET SERVICES

Fleet Services
5420 Rice Creek Prkwy, Arden Hills, MN
55112 Main Line: (651) 201-2524

FY27 Requisition for Leased Vehicle

Departments are required to prioritize fuel-efficient vehicles to support cost savings, and Minnesota Statutes, section 16C.137 and Executive Order 19-27 directed fuel reduction goals. This also supports the state's broader goals to reduce fossil fuel consumption and the resulting greenhouse gas emissions. Section 16C.135, subd. 3 requires agencies prioritize vehicle purchases in this preference order: 1) electric vehicle 2) hybrid electric vehicle 3) cleaner fuel vehicle; 4) vehicle powered by gasoline or diesel. Deviations must be approved by the Department's Commissioner and can occur only if the vehicle type is incapable of carrying out the purpose or the total life-cycle cost of ownership is greater than ten percent than the next type of vehicle in the preference order.

Organization / Agency: **M5 Dept. #:**

Fleet Administrator

Name: Phone Number:

Address:

City: State: Zip:

Email:

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

Vehicle Requested: 2027 Toyota RAV4 LE AWD - Hybrid SUV - Gas

Justification for Minivan/SUV or Greenhouse Score below 7 (requires commissioner approval):

Primary Use: ☐ Group Home ☐ ADA ☐ Law Enforcement ☐ Emergency Services ☐ Investigative ☐ Inspections ☐ Secure Client Transportation ☐ Campus Patrol ☐ Facility/Grounds ☐ Seasonal ☐ Heavy Duty Usage ☐ Passenger Use ☐ Required per Statute ☐ Management/Administrative ☐ K-9 ☐ Other:

Required Passenger Vehicle Information: Average Number of Passengers Transported Daily: ◯ 1-2 ◯ 3-5 ◯ 6 or more

Special Equipment or Options Request *(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.):*

Color choices are NOT guaranteed

License Plates: ◯ Unmarked*

◯ City/County Tax Exempt ◯ State Government

*** Unmarked per M.S. 168.012 Subdivision 1c through 1k (include letter, on agency letterhead, for the use of the unmarked plate)***

Vehicle Decals: ◯ "Fleet Services" ◯ Provided by Customer (prior to delivery)

◯ No decals (include justification) ◯ Customer Installing (after delivery)

FY26 Requisition for Leased Vehicle (con't)

Lease Term: Choose one:	Estimated Annual Mileage:

Driver Information
◯ Various Drivers ◯ Driver Name (if assigned):
Address: Phone Number:
City : State: Zip:
Email:

Vehicle Overnight Parking Location: Location Description Choose One:
Address:
City :
State: Zip:

Additional Billing Information (Optional): **Invoice/Program/Order #:**
Unit Level 1: **Unit Level 2:** **Unit Level 3:**

Customer agrees vehicle lease rates will begin at the time vehicle is picked up or 10 days from receipt of notification the new vehicle is ready for pickup, whichever comes first.

Signature of Fleet Administrator:_____ **Date:**_____

Signature of Authorized Signer:_____ **Date:**_____

Signature of Agency Commissioner:_____ **Date:**_____

(Commissioner signature required for vehicles not meeting the Green Fleet Choice.)

FLEET SERVICES USE ONLY:

Unit #:	PO #:	☐ ML Draw ☐ 5100 Fund ☐ Political Sub ☐ No Transit Tax ☐ No Telematics ☐ No Fuel Card	
Class 5:	ML Term:	Tech Spec:	Profile:
Request #:	**Plate #:**	**PM Code:**	**Pick Up Date/ Mileage:**

Chargeback/Capital Adjustment	**Vendor:**	**Quote #:**	**PO #**
Upfit Description:			
Alternate Description:			