

VEHICAL PURCHASE REQUEST

Submit this form to Purchasing
Requisition No. _____

HOWARD COUNTY PUBLIC SCHOOL SYSTEM

This form must be completed prior to request to purchase a vehicle. It will be retained as part of the record of the purchase. This request is made in compliance with the procedures established for vehicle purchases; see Procurement Manual as posted on the web page for bid and/or piggyback procedures. Criteria for replacement: mileage exceeds 125,000 and/or 8 years old from date of purchase.

Check one: ☐ New Purchase: ☐ Replacement:

Use/application of the vehicle: _____

New Purchase:

Office or Department Requesting purchase: _____

Identify the position to be assigned the vehicle: _____

Responsible staff for this vehicle: _____

Identify the funds to be used for the purchase: _____

Replacement:

Office or Department Requesting purchase: _____

Identify the vehicle to be replaced: _____ (model)

Mileage: _____ Vehicle Year: _____

Vehicle identification No.: _____ Fixed Asset Tag No.: _____

Proposed Method of Purchase:HCPSS Bid: ☐ Bid No. _____Piggyback: ☐

Identify the Vendor: _____ Contract No. _____

Contacting Agency: _____ Contract Term _____

Requestor: _____
(Signed) (Print name)

Approved: _____ Date: _____

Proposed Board Action date: _____ Purchase Price: _____

Disposition:

Vehicle Disposed: _____ Vehicle Reassigned to: _____

Reason for disposal/reassignment: _____

Vehicle identification No.: _____ Fixed Asset Tag No.: _____

Date: _____ Mileage: _____ Sold Price: _____