



VEHICLE REPLACEMENT REQUEST

State Form 55149 (R / 6-14)
INDIANA DEPARTMENT OF ADMINISTRATION
FLEET SERVICE DIVISION

INSTRUCTIONS: Any agency requesting to replace a vehicle must provide responses to the following questions. Completed forms and supporting documentation must be submitted via e-mail to the Fleet Services Division at FleetServicesVA@doa.in.gov.

AGENCY CONTACT INFORMATION

| | | | |
|-------------------------|---|---------------------------|--|
| Date (month, day, year) | Name of Agency | | |
| Name of contact | Telephone number of contact () | E-mail address of contact | |

SUPPORTING DOCUMENTATION

Please attach and identify the filename(s) of the additional documentation that supports the vehicle replacement justification below.

- Utilization Report (as provided by Indiana Department of Administration, Fleet Services): _____
- Accumulated Repair History Report (as provided by Indiana Department of Administration, Fleet Services): _____
- Fleet Replacement Forecast: _____
- Other: _____

DETAILED JUSTIFICATION VALIDATING REPLACEMENT REQUEST

VEHICLES REQUESTING REPLACEMENT

| M5 Unit Number | Year / Make / Model | Current Meter Reading | Date of Current Meter Reading (month, day, year) | Average Miles per Month |
|----------------|---------------------|-----------------------|--|-------------------------|
| | | | | |
| | | | | |
| | | | | |

IDENTIFY THE ACCOUNTING INFORMATION FOR REPLACEMENT OF VEHICLE(S)

| Fund | Account | Department | Program | Project |
|------|---------|------------|---------|---------|
| | | | | |

For each vehicle listed above with less than one thousand (1,000) average miles per month, please describe why the use of a vehicle is an integral part of the job duties. Detail the daily functions and intended use of the vehicle.

Describe by vehicle the requested vehicle class needed. Provide supporting details explaining the required use and daily functions to be performed. If a vehicle class is required that is not listed below, be sure to provide explanation why one of those listed will not meet the requirements of the vehicle's use.

- Vehicle Class Options: intermediate sedan, intermediate SUV, 12 passenger van, crossover, minivan, 1500 series full-size truck crew cab, 1500 series full-size truck extended cab.

REQUESTED VEHICLE CLASS

| M5 Unit Number | Requested Vehicle Class | Flex Fuel? | Detailed use of vehicle justifying requested vehicle class. |
|----------------|-------------------------|--|---|
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |