



New/Replacement Vehicle Request Form

Please submit all vehicle requests to: **118 N. Clark St., Room 801
Chicago, IL 60602**

All the following questions must be answered as part of the vehicle request.

Department _____ Business Unit _____

Contact Name _____ Phone Number _____

Quantity _____ E-Mail Address: _____

Vehicle Make: _____ Model _____ Year _____

Purchase Lease

If leased, for how many years? _____

Cost per unit: _____ Total cost: _____

Funded by (List business unit and account number): _____

Is this a grant? Yes No If yes, what is the name of the grant? _____

What is the intended use of the vehicle?

Fuel Type _____ ACEE Green Score _____ City mileage per gallon _____ Highway mileage per gallon _____

Annual fuel cost _____ Aggregate fuel cost _____ Annual maintenance cost: _____ Aggregate maintenance cost: _____

1. What vehicle(s) will this request replace (Include: Unit number, license plate, make, model and year)?

2. Will the replaced vehicle(s) be traded in or sent to salvage?

3. What is the odometer reading and in-service date for each vehicle being replaced?

4. Is the requested vehicle the smallest possible vehicle for the intended use? Yes No
If the answer is no, please provide written documentation from the department head explaining the extenuating circumstances.

5. Is the vehicle request for special equipment? Yes No
If yes, what criteria did the department use to select the vehicle?

6. Will the department's vehicle inventory increase as a result of this request? Yes No
If yes, why are the additional vehicles needed?

7. Why is reassignment of existing vehicles insufficient to meet department needs?

8. Is sufficient funding available to purchase, maintain and operate the vehicle(s) requested? Yes No

9. Will the vehicle(s) be assigned with take home privilege? Yes No

10. What will be this vehicle's daytime parking location? _____

11. What will be this vehicle's overnight parking location? _____

12. Will the vehicle(s) bear a municipal license plate? Yes No _____

13. Does the ACEE Green Score/Class Ranking category for the requested vehicle(s) fall in the category of receiving a Green Score of 50 or higher and a Class Ranking of "Superior" as determined by the most recent edition of ACEE's Green book? See section 2 (c) (3).
If no, please explain why no vehicle in a higher -ranked category was suitable.

Yes No _____

14. Will a gas card be issued for this vehicle(s)? Yes No

15. What are the policies and procedures for review of gas card purchases related to the vehicle(s)?

Decision of the Cook County Vehicle Steering Committee:

Approved

Denied

This stamp confirms the VSC approved this request.