



## 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?

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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?*

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

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

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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 \_\_\_\_\_

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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)?

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**Decision of the Cook County Vehicle Steering Committee:**

Approved

Denied

This stamp confirms the VSC approved this request.