

REQUEST FOR APPROVAL FORM
FOR PROCURMENT OF LIGHT DUT VEHICLES (under 8500lbs GVW)

DATE: _____

TO: State Comptroller
Department of Accounting and General Services

ATTN: Automotive Management Division

FROM: _____
Department / Agency

A. REQUEST APPROVAL TO PURCHASE:

New Vehicle

Used Vehicle from Government Agency

Federal surplus

State or County Agency

Used Vehicle from a Vendor

B. LIGHT VEHICLE PURCHASING REQUIREMENT (under 8500 lbs. GVW)

We are a "covered fleet" and must meet the requirements of Title 10, C.F.R. Section 490, Sub-Part C (75% of new vehicle purchases in a calendar year must be alternative fuel vehicles)

We are not a "covered fleet", and must obtain energy efficient vehicles as defined in Title 10 or §103D-412

We have met the appropriate vehicle purchasing requirement identified above (either Title 10 or §103D-412)

We have received an exemption from the U.S. Department of Energy

We have received an exemption from SPO

We have not met the Alternative Fuel- or Fuel-Efficient Vehicle purchasing requirements applicable to our fleet. We plan to meet the vehicle purchasing requirements as follows:

C. TYPE OF VEHICLE TO BE PURCHASED

Attach Specifications for each type of vehicle to be purchased

QTY: _____ TYPE: _____

QTY: _____ TYPE: _____

D. **PROPOSED APPLICATION AND USE OF VEHICLE(S):**

E. **JUSTIFICATION FOR PURCHASE:**

Describe reasons why it is not feasible or cost effective to rent a Central Motor Pool vehicle.

F. **OPERATION AND MAINTENANCE OF VEHICLE:**

Location (parking) of vehicle _____
Fueling Location _____
Repair/Maintenance Provider: _____
Estimated: _____
 miles traveled per year gallons of fuel per year

RECOMMEND:

APPROVAL

DISAPPROVAL

DEFER

HAWAII STATE ENERGY OFFICE

DATE

APPROVAL

DISAPPROVAL

AUTOMOTIVE MANAGEMENT DIVISION

DATE

APPROVED

DISAPPROVED

STATE COMPTROLLER

DATE

COMMENTS: