

Monterey County Office of Education Vehicle Purchase/Replacement Request

The Monterey County Office of Education is subject to competitive bidding laws when purchasing vehicles. The rules contained in the California Code of Regulations, Title V, Section 17301 apply to county offices of education.

Originator: Please complete all information in Section 1 thru IV. Have Department and Division approval of request prior to forwarding to the Business Office to the attention of Garry Bousum, Associate Superintendent for Finance and Business Services.

I. Requestor Information		
1. Department:	2. Department Director Name:	3. Date:
4. Email Address:	5. Phone	

II. Current Vehicle Information ***** (THIS SECTION ONLY FOR THE OLD VEHICLE BEING REPLACED) *****		
6. Year, Make, Model of vehicle being replaced:		7. Current Odometer Reading:
8. License:	9. VIN:	10. MCOE Vehicle Number:
11. Current vehicle location (where vehicle is normally parked):		
12. Date surplus item taken to Board:		

III. New Vehicle Information	
13. Vehicle type (Choose one): <input type="checkbox"/> Auto <input type="checkbox"/> Light Truck <input type="checkbox"/> Mini Van <input type="checkbox"/> Light Commercial <input type="checkbox"/> Full-Size Van <input type="checkbox"/> Other (describe): <input type="checkbox"/> Bus	14. Fuel (Choose one): <input type="checkbox"/> Gasoline <input type="checkbox"/> Hybrid <input type="checkbox"/> Diesel <input type="checkbox"/> Other (describe):
15. Explain the justification for this vehicle (subject to review by the Superintendent's Cabinet):	
16a. Primary location (where vehicle will be parked): Name of site: Address:	
16b. Justification for parking out:	

17. Choose the specifications that need to be added to this vehicle to accomplish the mission of your department. Also, provide any attachments that will clarify the type of vehicle needed. This will be used to help prepare the Request for Quote (RFQ). Please choose from the specification list below (select all that apply):

- Air conditioning
- Alarm
- Automatic transmission
- Power assist brakes
- Gauges
- Number of passengers _____
- # _____
- Other (describe): _____

For buses and trucks please attached desired vehicle specification sheet

IV. Accounting Information

18. Account number for Purchase:

Fund	Resource	Yr	Goal	Function	Object	School	Local	Manager	Not to Exceed \$

Payment Method:

_____ Single Payment _____ Multi-Year Payments Schedule

V. Authorized Signatures

Department Approval:	Date:
_____	_____
Division Approval:	Date:
_____	_____
Business Office Budget Review:	Date:
_____	_____
Superintendent Approval:	Date:
_____	_____
Assoc. Supt. Authorization for RFQ Processing:	Date:
_____	_____

**This Information To Be Filled Out After
Vehicle Has Been Delivered**

Vehicle Setup Information Page ***** To Be Filled Out By Fleet Management Services Only *****			
Vehicle parked at (Location):			
Tracking Date (entered into record): / /	Date Notified Business for Insurance: / /	Date Vehicle Placed in Service: / /	Vehicle Identification Number (VIN):
License Plate:	MCOE Vehicle #	Vehicle Year:	Vehicle Make:
Vehicle Model:	Class Code:	Initial Odometer:	Primary Fuel:
Secondary Fuel:	Preventative Maintenance Schedule Frequency:		