

REQUEST TO PURCHASE, DISPOSE OR RETAIN STATE-OWNED VEHICLES

From: _____

To: State Budget and Control Board
State Fleet Management
1026 Sumter Street, 2nd Floor
Columbia, South Carolina 29201-3746

Date _____

SECTION I Request to Purchase

Fleet Addition _____ Yes (See E and F)

New _____ P.O. Number _____ No (See F and Section II)

Used _____
Serial # _____
Tag # _____ Mileage _____
Inspection # _____ Empty Weight _____

- A. Make _____ Model _____ Body Style _____ Year _____
B. This vehicle is to be assigned to: _____
C. Annual Official Miles _____
D. Funds to purchase this vehicle are available from:
State Appropriations: \$ _____ Federal \$ _____ Other (Source & Amt.) \$ _____
E. Give complete justification in accordance with Chapter 7, State Motor Vehicle Management Manual. If a fleet addition, agency director must certify that no vehicle is available to reassign to fill this need. (For multiple or fleet purchases give required information on additional sheets). _____

F. The State standard fleet sedan or station wagon is a compact model. Requests for special fleet sedans or station wagons (Intermediate model) must be justified in writing. Please attach justification.

SECTION II Request for Disposal/Retention

Disposal Retention**
Tag Number _____ Make _____ Model _____ Body Style _____ Year _____
Serial Number _____ Mileage _____ New Cost \$ _____
Date of Purchase _____ Present Estimated Value \$ _____
Name and telephone number of person to contact: _____

**Old vehicle must be disposed of within 90 days of placement in service of replacement vehicle, unless one-year retention is approved by SFM. Submit on separate page detailed justification why your agency needs to retain this vehicle.

Agency or Institution Head

SECTION III Action By Budget & Control Board

Approved _____ Disapproved _____

Date _____ Signature _____

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