

FLEET EQUIPMENT MODIFICATION REQUEST

Modifications to vehicles require approval from Fleet Services. In order to keep Fleet lease rates low for all customers, we require modifications to be paid for by the requesting department at the time of modification. Modifications typically become part of the vehicle and will be sold when the vehicle is disposed. All modifications will be considered on a case by case basis.

Vehicle Number: _____ Date: _____

Name of Requestor: _____ Phone: _____

E-mail: _____

Modification Requested to be Performed

Justification For Request

(Please include information as to vehicle's primary task)

Request Approvals

Signature of Requestor: _____ Date: _____

Account: _____

Department Head Approval:

Signature: _____ Date: _____

Name: _____ Title: _____

Fleet Services Use Only

Fleet Approval Signature: _____

Name: _____ Date: _____

Cost Estimate: _____