**Type of Lease** *(check one):*  Permanent  Seasonal

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Department:** |  | | | **BILLING CODE** | | | |
|  |  | | |  | |  | |
| **Bureau:** |  | | | **Fund:** | |  | |
|  |  | | |  | |  | |
| **Region/Division/Program:** |  | | | **Agency:** | |  | |
|  |  | | |  | |  | |
| **Department Contact:** |  | | | **Org:** | |  | |
|  |  | | |  | |  | |
| **Contact Telephone:** |  | | | **Appr:** | |  | |
|  |  | | |  | |  | |
| **Driver:** |  | | |  | | |  |
|  |  | | | | | |  |
| **Driver Telephone:** |  | **Number of miles to be driven per month** | | | | |  |
|  |  | | | | | |  |
| **Location (City):** |  | **Number of days per week vehicle to be used** | | | | |  |
|  |  | |  | |  | | |
| **Requested Pick-Up Date** : | *(mm/dd/yyyy)* | | **Estimated Return Date:** | | *(mm/dd/yyyy)* | | |
|  |  | |  | |  | | |
| **Explain the major purpose or use of the vehicle:** |  | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Vehicle Requested** | | | | | | | | | |
|  | | | | | | | | | |
| **CAR** | Compact | | Intermediate | | Full Size | |  |  |  |
|  |  | | | |  |  |  |  |  |
| **TRUCK** | Size | Compact or  Full Size | | | | Cab Type | Regular  Extended  Crew | | |
| **SUV** | Type | 4x2 or  4x4 | | | | *(if truck)* |  |  |  |
|  |  |  | |  | |  |  |  |  |
| **VAN** | Size | Compact or  Full Size | | | | Passenger Van Seating Capacity | | | |
|  | Type | Cargo or  Passenger | | | | 7  8  12  Other: | | | |
|  |  |  | | | |  | | | |
| **If you can be flexible with the type of vehicle you can use, list the possibilities in order of preference:** | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| **If you require special conditions, please note here so they can be considered:** | | | | | | | | | |
| Towing Ability  Cap  Bed Cover Canoe Racks  Other: | | | | | | | | | |
|  | | | | | | | | | |
| **If the vehicle requested is a 4x4 truck, please provide justification, including estimates of off-road usage:** | | | | | | | | | |
|  | | | | | | | | | |