

**REQUEST FOR AUTOMOTIVE EQUIPMENT**  
DEPARTMENT OF GENERAL SERVICES

<b>TO:</b> Director, Bureau of Vehicle Management 2221 Forster St., Harrisburg, PA 17103	<b>DATE</b> 5/19/2022	<b>PO NO.</b> [ 39549 ]
<b>REQUESTED BY:</b> (Department, Board or Commission) Dept. of Agriculture		<b>REQUEST NO.</b>
<b>FOR USE BY:</b> (Bureau, Office, Division) Bureau of Plant Industry	<b>HEADQUARTERS LOCATION:</b> 2301 N. Cameron St., Harrisburg, PA 17110	

OPERATOR ACCOUNT/FUEL CARD CODING			
		Org.	Budget Period
		3911	2021
SAP CODING – Fund	Cost Center	GL	NGIO
6012100000	6833911101		
FUEL CARD ACCOUNT NO.	0496002319291	WBS	

**NUMBER, TYPE AND GENERAL SPECIFICATIONS:**

F-550 regular cab 2WD GVWR 19,500. (overcab towing lights not needed.)  
19' rollback bed with chains and hooks.

**JUSTIFICATION FOR ASSIGNMENT AND USE:**

To replace unit #057-03-5560 which is no longer reliable and in poor condition.


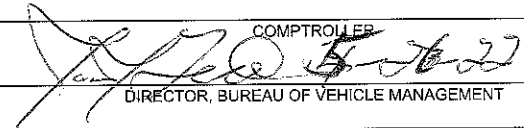
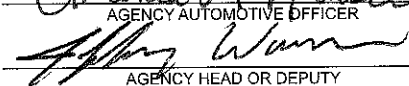
(Attach separate page if additional space is required.)

- Appropriation has been made to this Department for automotive equipment under the leasing program.
- Appropriation has been made to this Department for automotive equipment and the funds are available under the following account code:

		Org.	Budget Period
		3911	2021
SAP CODING – Fund	Cost Center	GL	NGIO
6012100000	6833911101		
		WBS	

- FOR VEHICLE ADMINISTRATION DIVISION USE ONLY:** Purchasing/General Fund appropriation for the purchase of the equipment is available under the following account code:

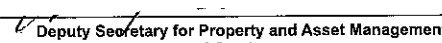
**APPROVED:**

 AGENCY AUTOMOTIVE OFFICER	 COMPTROLLER DIRECTOR, BUREAU OF VEHICLE MANAGEMENT
 AGENCY HEAD OR DEPUTY	

**To: Secretary, Executive Board**

The general specifications have been reviewed and are acceptable. Authority for the purchase of this equipment is requested. The proposed Executive Board Resolution is attached.

Respectfully submitted,

  
 Deputy Secretary for Property and Asset Management  
 Department of General Services

Date

▼ VEHICLE ADMINISTRATION USE ONLY ▼