



VEHICLE REQUEST FORM

Submit requests to:

Hopeton R. Staple

Fleet Manager's Office

500 E. San Antonio, Suite 301

El Paso, Texas 79901-2407

E-mail: hstaple@epcounty.com

[Phone] (915) 546-2057 [Fax] (915) 543-3888

Date		Department (e.g. Road & Bridge)	
Requestor's Name		Section (e.g. Facility Maintenance)	
Address	Telephone		
Fax	E-mail		
I			
Number of unit(s) requested		New or Pre-Owned (used)	
Make (e.g. Ford)		Type (e.g. Sedan, SUV, Van Pick-Up, Bus)	
Model (e.g. F150)		Purchase or Lease	
Engine Size (e.g. V6, V8)		4WD Needed (yes or no)	
Attachments (e.g. cage, light bar)		Funding Source (e.g. capital, grant, operation)	
Vehicle Replacement or Addition		Anticipated annual mileage	
Proposed use/ Justification			
II			

If this request is for a vehicle replacement:

Vehicle/ Unit to replace		Current mileage	
VIN#	Current condition (good, fair, poor)		
Current application			
III			