

PROVINCE OF PRINCE EDWARD ISLAND

VEHICLE REQUEST FORM

REQUESTING DEPARTMENT: _____

DATE PREPARED: _____

AUTHORIZED BY: _____

PREPARED BY: _____

SECTION A: VEHICLE INFORMATION											SECTION B: TRADE-IN INFORMATION				
VEHICLE TYPE (1)	EST. ANNUAL KM		ASSIGNED DRIVER OR PERSON RESPONSIBLE (4)	INTENDED USE (5)	LENGTH OF TIME REQUIRED (6)	REQUIRED DELIVERY DATE (7)	COST CODE FOR CHARGE (8)	CONTACT PERSON		ADDITION TO FLEET?		VEHICLE TO BE TRADED			
	GOVT (2)	PERSONAL (3)						NAME (9)	PHONE (10)	YES OR NO (11)	T.B. APPROVAL REFERENCE # (12)	YES OR NO (13)	YEAR (14)	MODEL (15)	APPROX. KILOMETERS (16)

VEHICLE TYPE CODES (for use in column 1) **INTENDED USE CODES** (Column 5)

- 01 = Sub Compact Car
- 02 = Compact Car
- 03 = Mid-Size Car
- 04 = Full-Size Car
- 05 = Luxury Car

- 06 = Small Pickup Truck (less than ½ Ton)
- 07 = ½ Ton Pickup Truck
- 08 = Mini Van - Cargo
- 09 = Mini Van - Passenger
- 10 = Cargo Van - Full-Size

- 11 = Passenger Van - Full-Size
- 12 = ¾ Ton Truck
- 13 = 1 Ton Truck
- 99 = Other (Attach Specifications)

- 01. Senior Compensation Plan Vehicle
- 02. Employee Transportation - assigned
- 03. Employee Transportation - pooled
- 04. Service/Work Vehicle - assigned
- 05. Service/Work Vehicle - pooled
- 06. Transportation of Passengers
- 07. Ministerial Vehicle
- 99. Other