

## Exception Form - Request for Vehicle Purchase(s)

<b>Department:</b>					
<b>Request Date:</b>					
<b>Exception Requested for:</b> <i>(Select one box.)</i>	<input type="checkbox"/> Substitute vehicle type from Vehicle Replacement Plan (not ‘in-kind’) <input type="checkbox"/> Vehicle replacement prior to Vehicle Replacement Plan cycle/recommendation <input type="checkbox"/> Purchase of additional vehicle(s) – (increases fleet size) <input type="checkbox"/> Defer vehicle replacement to a later year				
<b>Funding Description:</b>	<input type="checkbox"/> Vehicle Replacement Plan NCC <input type="checkbox"/> Department Fund <input type="checkbox"/> Grant				
<b>The following information is required:</b>	Existing Vehicle Information				
	Unit#	Year	Make	Model	Fuel Type
<b>Justification for Exception:</b>					
<p>* <b>Note:</b> Specify why and what vehicle type requested other than “in-kind”.</p>					
<b>Department Approval:</b> <i>(Administrative Deputy or higher)</i>	_____		_____		
	<b>Print Name</b>		<b>Signature &amp; Date Required</b>		
<b><u>Recommendation for Approval/Denial</u></b>					
<b>ISD Fleet Review:</b> CEO designates: <input type="checkbox"/> Requested <input type="checkbox"/> N/A	_____		<input type="checkbox"/> Recommended  <input type="checkbox"/> Not Recommended		
	<b>Signature &amp; Date Required</b>				
<b>CEO Approval:</b>	_____		<input type="checkbox"/> Approved  <input type="checkbox"/> Denied		
	<b>Signature &amp; Date Required</b>				

**Reference:**

Board of Supervisors Policy Manual, Policy No.3.020, Clean Fuel – Sustainable Fleet (Effective 6/30/15)