

VEHICLE CAPITALIZATION, REPAIR, AND DISPOSAL REQUEST AND AUTHORIZATION

INSTRUCTIONS

Prepare original and two copies. Send original and first copy to the MESD together with repair or installed accessory cost estimates or disposal documentation, whichever is applicable. Retain second copy in a suspense file. Upon receipt of approved (or disapproved) original, file it in the Vehicle Jacket File and destroy the suspense copy. Window envelopes (3-7/8" x 8-7/8") may be used for request and authorization.

References: HB, Motor Equipment Operations (FSS P 5600.7)

TO <p style="text-align: center;">Regional Fleet Manager</p>	FROM <p style="text-align: center;">Manager, Fleet Management Center</p>
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Fold Line

REQUEST

ACTION			
<input type="checkbox"/> CAPITALIZE	<input type="checkbox"/> EXPEND	<input type="checkbox"/> REPAIR	<input type="checkbox"/> DISPOSAL
REASON			
<input type="checkbox"/> EXCEEDS REPAIR LIMITATION	<input type="checkbox"/> WRECKED	<input type="checkbox"/> EXTEND LIFE	
<input type="checkbox"/> UNECONOMICAL TO REPAIR	<input type="checkbox"/> PURCHASE ACCESSORY	<input type="checkbox"/> OTHER (Explain in Remarks)	
VEHICLE TAG NO.	YEAR/MAKE	VEHICLE DESCRIPTION (Equipment Code)	
CAPITALIZED VALUE	BOOK VALUE	RESIDUAL/FAIR MARKET VALUE	LIMITATION
MILEAGE	VEHICLE CONDITION (Describe)	ESTIMATED REPAIR COST (Attach Estimates)	
REMARKS			

AUTHORIZATION

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	AUTHORIZING OFFICIAL (Signature and Title)	DATE
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TO <p style="text-align: center;">Manager, Fleet Management Center</p>
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