

# Vehicle Purchase Request Form

Iowa Weatherization Program

The purchase of vehicles using **DOE** funds must have prior DCAA and DOE approval when the **unit purchase price is \$5,000 or more**. The purchase of vehicles using **HEAP** funds must have prior DCAA approval when the **unit purchase price is \$5,000 or more**.

Refer to Section 9.0 of the Policy and Procedures manual.

*The agency is responsible for ensuring that it has sufficient funds to cover the cost of the vehicle/s.*

**Agency Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Funds to be used:** ☐ DOE Funds ☐ HEAP Equipment ☐ Other (specify) \_\_\_\_\_  
☐ HEAP Admin/Support

**Equipment is needed for:** ☐ Program Expansion ☐ Replacement ☐ Other (explain) \_\_\_\_\_

Year, Make, Model, Description, VIN	Replacing Current Item	Quantity	Unit Price	Trade-In Value	Net Price:
_____	<input type="checkbox"/>	_____	_____	_____	\$0.00
_____	<input type="checkbox"/>	_____	_____	_____	\$0.00
_____	<input type="checkbox"/>	_____	_____	_____	\$0.00
_____	<input type="checkbox"/>	_____	_____	_____	\$0.00
				<b>Total:</b>	\$0.00

**Purchase Justification:** Explain why the vehicle is needed and who will be using it.

**Is the new vehicle(s) replacing a current vehicle?** ☐ Yes ☐ No

**Vehicle Replacement:** What vehicle is being replaced and why? Include the year, make, model and VIN of the vehicle being replaced.

**Will the current vehicle(s) be used as trade-in on the requested purchase?** ☐ Yes ☐ No

*\* Show trade-in value in the box above.*

**Will the current vehicle(s) be disposed of?** ☐ Yes ☐ No

*\* Describe how you plan to dispose of the vehicles(s) in the box below.*

**Disposal Explanation:** Include estimated present value, the source of funds used to purchase the vehicle and the purchase date.

Will the new vehicle(s) will be used for any other program? ☐ Yes ☐ No

Other Program Use: If yes, explain what program and how the Weatherization Program will be compesated for the use (e.g. mileage charges, rental fee, etc.).

Was the bid proposal advertised in a newspaper or other media? ☐ Yes ☐ No ☐ N/A

\* Not applicable if bid was not advertised in a newspaper or other media.

\* Advertisement must be sent along with this form.

If applicable, in which media did you advertise? \_\_\_\_\_

If applicable, dates advertised. From \_\_\_\_\_ To \_\_\_\_\_

Number of bid proposals sent to vendors. \_\_\_\_\_ ☐ N/A

\* Not applicable if bid request was advertised.

Number of bids received back from vendors. \_\_\_\_\_ Selected vendor was low bidder. ☐ Yes ☐ No

Selected Vendor Name: \_\_\_\_\_

Bid Specifications: (\* In ALL cases, bid requests must be sent along with this form for review.) If vendor selected was not low bidder, explain the reason the vendor was chosen.

Agency Review:

Agency Representative Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Entering your name serves as your digital signature)

Agency Represtantive Title: \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

DCAA Review: DCAA Approval: ☐ Yes ☐ No

DCAA Representative Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Entering your name serves as your digital signature)

DOE Review: DOE Approval Needed: ☐ Yes ☐ No DOE Approval: ☐ Yes ☐ No

DOE Representative Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Entering your name serves as your digital signature)

DOE Representative Title: \_\_\_\_\_

Notes: