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 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	FROM
Regional Fleet Manager	**Manager, Fleet Management Center**
Fold Line	

REQUEST

ACTION

☐ CAPITALIZE ☐ EXPEND ☐ REPAIR ☐ DISPOSAL

REASON

☐ EXCEEDS REPAIR LIMITATION ☐ WRECKED ☐ EXTEND LIFE

☐ UNECONOMICAL TO REPAIR ☐ PURCHASE ACCESSORY ☐ 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

	AUTHORIZING OFFICIAL (Signature and Title)	DATE
☐ APPROVED ☐ DISAPPROVED		

TO

Manager, Fleet Management Center