# Oklahoma Department of Corrections
Fleet Vehicle Assignment/Reassignment/Surplus Form

<table>
<thead>
<tr>
<th>Date: Click here to enter a date.</th>
<th>Name of Requestor: Click here to enter text.</th>
<th>Facility Assignment: Click here to enter text.</th>
</tr>
</thead>
</table>

**Request for Vehicle:** Choose an item.  
**Type of Vehicle Needed:** Choose an item.  
**Anticipated Monthly Mileage Usage:** Click here to enter text.

**Reason Vehicle Needed:** Click here to enter text.

**Reassignment of Vehicle:**  
**From (Facility):** Click here to enter text.  
**To (Facility):** Click here to enter text.

<table>
<thead>
<tr>
<th>Trade In Vehicle</th>
<th>Surplus Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year:</strong> Click here to enter text.</td>
<td><strong>Year:</strong> Click here to enter text.</td>
</tr>
<tr>
<td><strong>Mileage:</strong> Click here to enter text.</td>
<td><strong>Mileage:</strong> Click here to enter text.</td>
</tr>
<tr>
<td><strong>Make:</strong> Click here to enter text.</td>
<td><strong>Make:</strong> Click here to enter text.</td>
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<tr>
<td><strong>Model:</strong> Click here to enter text.</td>
<td><strong>Model:</strong> Click here to enter text.</td>
</tr>
<tr>
<td><strong>Condition:</strong> Choose an item.</td>
<td><strong>Condition:</strong> Choose an item.</td>
</tr>
<tr>
<td><strong>Control #:</strong> Click here to enter text.</td>
<td><strong>Control #:</strong> Click here to enter text.</td>
</tr>
</tbody>
</table>

**Emergency Items Removed from Vehicle:** *(Select all that apply.)*  
- Radio Equipment
- Lights
- Siren
- Other: Click here to enter text.

**Items Removed from Vehicle:** *(Select all that apply.)*  
- Agency Decals/Stickers
- State Decals/Stickers
- Fleet Paperwork (Glovebox)
- Pikepass
- Other: Click here to enter text.

**Summary of Known Problems or Issues with Vehicle and Estimated Value:**  
Click here to enter text.

**Estimated Cost of Repairs:** Click here to enter text.

**Repair Quote Available?** *(attach pictures)*  
Choose an item.

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**Fleet Manager**  
Printed Name (or typed)  
Date

**Administrator of Fleet**  
Printed Name (or typed)  
Date