

## 2023 VEHICLE AND EQUIPMENT REQUEST FOR REQUISITION WORKSHEET

*Only one requisition can be submitted per vendor.*

*If more than one vendor is being utilized, complete separate requisition request worksheets for each vendor.*

### *CHECKLIST*

all fields complete  
valid quote attached to email  
email worksheet and quote to [DOTIPurchasing@denvergov.org](mailto:DOTIPurchasing@denvergov.org)

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### *REQUESTOR*

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**Date:**

**City Requestor Name:**

**Requestor Phone #:**

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### *VENDOR*

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**Vendor:**

**Vendor Contact:**

**Vendor Contact Email:**

**Vendor Contact Phone #:**

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### *QUOTE*

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**Quote Expiration Date:**

**State Award # (if applicable):**

**Estimated Delivery Date:**

**Equipment Description:**

**Special instructions or notes:**

*QUOTE (continued)*

	Ref #	Unit being replaced	Fund	Cost Center	Quoted Cost (\$)	Budget (\$)	Includes all upfit parts?*	Budget Overrun Fund	Budget Overrun Cost Center
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

 Total cost (should tie to quote)..... 

\* If you answered "No" for any ref # above, do upfit parts still need to be purchased?  
 If yes, how much additional will be spent on upfit parts?