

CITY PO EXHIBIT "C"  
City and County of Denver  
Fleet Management  
Vendor Supplied Information Data

City Unit(s) # \_\_\_\_\_

(City Use Only) \_\_\_\_\_

ENTER CITY PURCHASE ORDER NUMBER: PO- 00110727

Example:PO-00003584

**The following underlined forms and information are **REQUIRED** for new vehicle deliveries:**

- Copy of entire Purchase Order (all pages)
- Original MSO (Manufacturers Statement of Origin) – is required for all vehicles except off-road and construction equipment. May receive one for some off road equipment if manufacturer issues one.  
Name of purchaser: **City and County of Denver**  
Address: **201 W. Colfax Ave. Dept. 304**  
**Denver, CO 80202**
- Secured Dealer Bill of Sale (DR2407) – IN STATE ONLY – Required for on the road vehicles Such as cars, pickup[s], vans and any vehicle under 16,000 GVWR. Not needed if odometer Section is filled out and signed on MSO. Not required on vehicles over 16,000GVWR LBS.
- Application for Title and Registration (DR2395) – Required for all on-road vehicles and trailers.
- Verification of Vehicle Identification Number (DR2698) – Required for all Vehicles coming from an out of state dealer, incomplete vehicle. I.E. Cab and Chassis.
- Statement of Fact (DR2444) - Required on all vehicles with modifications to the cab and chassis. Such as a body crane, auxiliary engine, etc. The statement of fact must include the modifications made and include VIN numbers of chassis and equipment.
- Special Mobile Machinery Form (DR2689) - Required on all off road and Construction equipment. I.E. Front end loaders, tractors, skid steer loaders, Mowers, air compressors, motor graders, etc.
- Weight slip required - (on all incomplete vehicles that are made into a complete vehicle) – and all off-road equipment and construction type equipment. (Front end loaders, sweepers, graders, air compressors, rollers, etc.).
- Temporary License Plate – Required for all on-road vehicles. Not required for off road Equipment.
- Original Dealer Invoice – Required for all vehicles on and off the Road.
- Receipt or Contract for Optional Warranty – Only if spec or called out on P.O.
- Shop and Parts manuals (as required) (CD or electronic form preferred) – Only if spec or show as a line item of P.O.
- Standard Sales Tax Receipt for Vehicle Sales (DR0024)-IN STATE ONLY- Required for purchases to disclose the purchase amount to the state.

Dealer Signature: \_\_\_\_\_ Date: \_\_\_\_\_