**TO**: DCAS/FLEET

**FROM:**

**DATE:**

**SUBJECT:** Request for Transfer of Vehicles

We request authorization to transfer the following # ­­­­­­ vehicle(s) from NYC Fleet:

Agency

If this transfer is to a DCAS managed fleet agency, please indicate the new agency vehicle number(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Prior Agency Fleet #** | **VIN / Serial No.** | **Year**  **Description** | **New Agency**  **Fleet #** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The following vehicle(s) is being turned in for salvage:

|  |  |  |
| --- | --- | --- |
| **Agency Fleet #** | **VIN / Serial No.** | **Year**  **Description** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Reason for transfer:

My agency has been directed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to transfer these vehicles and agrees to a reduction in fleet ceiling.

This transfer does not involve a fleet ceiling change; we have indicated the vehicle(s) that the receiving agency will relinquish.

NOTE: If the receiving agency intends this transfer to increase their fleet ceiling, they must receive authorization beforehand from NYC Fleet.

Approved  Disapproved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Keith Kerman, Chief Fleet Management Officer