To: Mr. Richard Janis

 LPAA State Fleet Manager

From: Nick J. Bruno, PhD

 President

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Purchase of (*Vehicle Description, Year-Make-Model*)

Dear Mr. Janis,

We propose to purchase one (*Vehicle Description, Year-Make-Model*), State Contract #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Line #\_\_\_ listed on the 20\_\_\_\_ Model Vehicle Contract.

*Section II, B, 1-6* ULM currently has 65 assigned fleet vehicles. This new vehicle would be an addition to our fleet. It is requested by and, if approved, will be assigned to (*ULM Department Name*). The vehicle is needed for (*2* *explain the critical nature of the need, 4 the intended use*). Typically, there will be (X#) of occupants. We anticipate this vehicle will travel an average of \_\_,\_\_\_\_\_\_\_\_\_ miles per year.

*Section II, B, 8* No special equipment is needed from the manufacturer or dealer (or) we are requesting \_\_\_\_\_\_\_\_\_\_\_\_ equipment from the manufacturer or dealer.

*Section II, E* Our funding source for this purchase is/are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ funds.

*Section II, C* This vehicle will be an addition to our fleet.

*Section II, A & II, D* Also included in the correspondence, is a request for an exception to R.S.39:364 under exception (2)(c). This vehicle will be utilized to transport scientific observation and data collection instruments. Therefore, equipping it to be capable of using bi-fuels would render it unable to meet the specifications of the agency. Please find attached the Alt Fuel Form #1.

Thank you for your consideration of this request.

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Nick J. Bruno, PhD