

Department of Administration
Purchasing Division



Vehicle/Equipment Approval Form

The City of Jackson has established a Vehicle Committee to review State Contract Vehicles and Heavy Equipment. This equipment must be approved by the vehicle committee before submitting your requisition to Purchasing for processing.

Include this form with your requisition, complete, sign and date below.

Requisition NO: _____

*(Attach this form with **each** requisition submitted)*

Department/Division: _____

Equipment Description: _____

Signature (Designated Personnel)

Date Signed