State of Montana
DEPARTMENT OF CORRECTIONS
DEPARTMENT-OWNED VEHICLE REPAIR FORM

This form must be completed and approved prior to non-emergency repairs and maintenance of Department-owned vehicles per DOC 1.2.18 Fleet Vehicle Operation & Management.

Requesting Facility or P&P Office: ____________________________

Employee/Responsible party assigned to vehicle: ____________________________

Applicable Criteria (choose one):
1. Estimated cost greater than $300; not performed by MVM ☐ (submit to Fleet Management Unit (FMU) for approval)
2. Estimated cost greater than $1,000; performed by MVM ☐ (submit to MSP/MCE fleet staff for approval)
3. Estimated cost greater than $1,000; performed by MVM on non-MSP/MCE vehicle ☐ (submit to FMU for approval)

VEHICLE INFORMATION:

Year: ________ Make: ____________

Model: ________ Odometer reading: ________

Current repairs requested (Please list in detail with estimated cost of each repair. If written repair estimate available, please attach.):

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

4. ____________________________________________

Please explain how conducting these repairs will benefit your facility/office and the Department:

______________________________________________________________________________

Please list other major (i.e. > $300.00) repairs completed in the last 12 months:

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________
4. ________________________________________________________________

Assigned Driver/Responsible Party/ Supervisor Signature: __________________________

Administrator Signature: ________________________________________________________

FMU, MSP, or MCE fleet staff signature: ____________________________________________

☐ FMU/MSP/or MCE Approval  ☐ FMU/MSP/ or MCE Disapproval

If applicable, reasons for disapproval of repair request: ____________________________

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_____________________________________________________________________________

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FOR FMU/MSP/MCE USE ONLY

Approximate current value of vehicle: __________________________

Life expectancy of vehicle if repaired: __________________________

Life expectancy of vehicle if not repaired: ______________________