STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET ADMINISTRATION
REQUEST FOR MONTHLY VEHICLE ASSIGNMENT
OFA 54 (REVISED 07/05)

REQUEST TRACKING #:

DGS USE ONLY

REQUEST FOR MONTHLY VEHICLE ASSIGNMENT

NOTE: THE FOLLOWING ITEMS MUST BE PRESENTED IN ORDER TO OBTAIN A DGS MONTHLY VEHICLE:

1. **Completed and signed OFA Form 54** (multiple vehicles of a similar type may be requested by Agencies/fleet coordinators on a single OFA 54, but each driver must complete an individual OFA 54 at the time of vehicle assignment)
2. **Blue DGS charge card**
3. **Valid California Driver License**
4. **Valid DMV A-card if undercover vehicle is requested**

(Each driver must present all of the above when signing a vehicle out from a DGS facility)

SECTION A:

DEPARTMENT:	**DIVISION / OFFICE:**	**AGENCY BILLING CODE:**
REQUESTOR:	**POSITION:**	
OFFICE ADDRESS:	**CITY / ZIP:**	**TELEPHONE NUMBER:**
DRIVER EMAIL ADDRESS:	**SUPERVISOR NAME:**	**SUPERVISOR PHONE:**

SECTION B:

TYPE OF VEHICLE(S):	**UNDERCOVER :** **YES** ____ **NO** ____	**QUANTITY:**
SPECIAL REQUIREMENTS *(E.G. EQUIPMENT STORAGE OR CAPACITY NEEDS, PASSENGER OCCUPANCY, UTILITY FEATURES, ETC)*:		

SECTION C:

1. PURPOSE OF USE *(E.G. HOW AND WHERE TO BE USED? IS THIS RENTAL FOR A VEHICLE POOL? IF NOT, WHO WILL IT BE ASSIGNED TO?)*

2. JUSTIFICATION FOR VEHICLE *(E.G. WHY IS THE VEHICLE NEEDED?)*

3. IF REQUESTING OTHER THAN A STANDARD STATE SEDAN, WHY IS THE SEDAN NOT ADEQUATE? *(IF YOU ARE REQUESTING A FOUR-WHEEL DRIVE VEHICLE, PLEASE EXPLAIN WHY A MORE FUEL-EFFICIENT VEHICLE IS NOT ADEQUATE)*

4. DESCRIBE THE NEGATIVE IMPACT IF THIS RENTAL IS NOT APPROVED *(E.G. WHAT WILL BE THE EFFECT OF NOT OBTAINING A DGS RENTAL VEHICLE ON BUDGET, WORKLOAD, ABILITY TO PERFORM DUTIES, ETC?)*

SECTION D:

AUTHORIZED VEHICLE REQUESTOR SIGNATURE AND TITLE:	**DATE:**

I HEREBY CERTIFY THAT THE ABOVE IS A TRUE STATEMENT OF SAID VEHICLES AND WILL BE USED IN ACCORDANCE TO THE JUSTIFICATION LISTED ABOVE.

----------DGS USE ONLY----------

					DATE REQUEST REC'D:
FR ☐	**LA** ☐	**OA** ☐	**SA** ☐	**SD** ☐	
ASSIGNED ☐	**DENIED (EXPLAIN BELOW)** ☐		**FORWARDED FOR PURCHASE** ☐		

COMMENTS:		
VEHICLE ASSIGNED	**DATE ASSIGNED**	**DATE RETURNED**
8_____ **E**_____		

GARAGE MANAGER SIGNATURE:	**DATE:**

----------OFA NEW VEHICLE ASSIGNMENT COORDINATOR USE ONLY----------

REQUESTED VEHICLE DATA			
MAKE	**MODEL**	**NUMBER ORDERED**	**PURCHASE ORDER**

COMMENTS:

NEW VEHICLE ASSIGNMENT COORDINATOR SIGNATURE:	**DATE:**

INSTRUCTIONS:

Fill in all blocks and return completed form to local DGS State Garage:

Fresno	**Los Angeles**	**Oakland**	**Sacramento**	**San Diego**
1025 P Street	1645 North Main Street	401 27th Street	1416 10th Street	5878 Autoport Mall
Fresno, CA 93721	Los Angeles, CA 90012	Oakland, CA 94612	Sacramento, CA 95814	San Diego, CA 92121
Public: (559) 445-5527	Public: (323) 224-0905	Public: (510) 286-0901	Public: (916) 657-2311	Public: (858) 642-5741
Fax: (559) 445-5155	Fax: (323) 224-0918	Fax: (510) 286-1086	Fax: (916) 657-2537	Fax: (858) 642-5746