

**FREIGHT DISTRIBUTION COST ANALYSIS—REPLACEMENT OR REPAIRS
(\$500 OR MORE) OF VEHICLES USED FOR FREIGHT HAULING**

3815

(Revised 03/07)

If you want to buy parts or repair a State-owned freight vehicle you have to first get DGS approval if you want to spend more than \$500. You must fill out a Purchase Estimate form, STD. 66, and send it to the DGS Transportation Management Unit. See (3800) A-2, in the Appendix. The Unit will review the data and forward the forms to the DGS Office of Fleet Administration with recommendations. See SAM Sections 4161 and 4162. Also, see SAM Section 3620 for STD. 66.

Provide the freight activity information and cost data for proprietary vehicle operation. This is the basis for DGS's approval. If you have for-hire cost data available, complete that portion of the cost analysis. If you do not have for-hire cost data, the DGS Transportation Management Unit will estimate the for-hire cost based on the freight activity information that you have provided.

The DGS Transportation Management Unit will enter the for-hire costs, where needed, and verify your proprietary vehicle costs. Your request for \$500 or more in purchases or repairs for vehicles used for freight hauling will not be accepted for review by the Office of Fleet Administration without a complete STD. 66 verified by the DGS Transportation Management Unit.