

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
2534 (01/2026)

VEHICLE AND EQUIPMENT REQUEST

REQUEST NUMBER		
R/B/O	NUMBER	FY

INSTRUCTIONS: Use this form to request the replacement, reassignment, or purchase of automotive or specialized vehicles/equipment. Attach product brochures and specifications with non-vehicular requests. Submit all completed requests and attachments to Fleet Services by saving the documents in ProjectWise.

REQUEST TYPE

PRESENT VEHICLE/EQUIPMENT REPLACEMENT	
UNIT NUMBER	
REQUESTED VEHICLE/EQUIPMENT	
ASSIGNMENT LOCATION (Type if not in list)	ASSIGNEE NAME (Required if vehicle)
LIST ALL IMPORTANT FEATURES AND ACCESSORIES OR QUOTE #	
JUSTIFICATION (Explain the need for this equipment and how the new unit matches the equipment assignment criteria for this location. If a replacement, describe condition of present equipment.)	
ESTIMATED COST	ARE THERE ATTACHED DOCUMENTS? YES NO
EQUIPMENT FOREMAN/VEHICLE CONTACT SIGNATURE	DATE
REGION ENGINEER/BUREAU DIRECTOR/OFFICE ADMINISTRATOR SIGNATURE	DATE

Submit all requests with related attachments to TSMO Fleet Services via ProjectWise.