To complete form, click on each field with your mouse OR use tab or arrow keys. Space bar will select boxes. When completed, please **email** the form to your administrator .

**VEHICLE REQUISITION FORM**

PLEASE INDICATE IF YOU HAVE AN OLD VEHICLE FOR DISPOSAL.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **DATE of REQUEST:** | **CLIENT:** |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DRIVER INFORMATION** | | | | |
| ***DRIVER NAME (MAIN CONTACT IF POOLED VEHICLE)*** | ***HOME PHONE*** | ***CELL PHONE*** | ***EMAIL ADDRESS*** | |
| ***ADDRESS*** | ***CITY*** | | ***STATE*** | ***ZIP*** |
| ***DIVISION (select from dropdown menu)*** |  | |  |  |

|  |  |  |
| --- | --- | --- |
| VEHICLE REQUESTED | | |
| ***SPECIFY VEHICLE CHOICE (select from drop down menu):*** | | |
| ***COLOR SELECTION:***  **EXTERIOR*:***  **INTERIOR*:*** | ***IS THERE A PLATE TO TRANSER:***  **YES  NO**  **IF YES, PLEASE SEND COPY OF CURRENT REGISTRATION**  **PLATE NUMBER*:***  **EXPIRATION DATE*:*** | |
| ***ASIDE FROM STANDARD EQUIPMENT NORMALLY ON MODEL SELECTED, PLEASE LIST ADDITIONAL OPTIONS REQUESTED***  ***a detail specification sheet can also be submitted with this request*** | | |
|  | |  |
|  | |  |

|  |
| --- |
| ***ADDITIONAL COMMENTS:*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Would you like CARITAS to sell an old vehicle? YES  NO  If YES, please complete information below: | | | | |
| ***YEAR*** | ***MAKE*** | ***MODEL SEATING CAPACITY*** | ***CURRENT MILEAGE*** | ***VIN # (17 CHARACTERS LONG)*** |
| ***BRIEFLY DESCRIBE CONDITION OF VEHICLE:***    ***CAN WE SELL NOW OR WHEN NEW VEHICLE IS DELIVERED?***  **NOW UPON NEW VEHICLE DELIVERY** | | | | |
|  | | | | |

|  |
| --- |
| ***FOR OFFICE COMPLETION ONLY***  ***FACTORY ORDER OR STOCK BUY?***  **Factory order** is typically recommended as it will be the lowest cost, but will take the most time for delivery. Dependent on model, delivery can be between 4-16 weeks.  **Stock buy** is for immediate need as vehicle is located off a dealer lot. Usually cost is higher due to overhead from dealer.    **FACTORY ORDER STOCK BUY *IF STOCK BUY, DATE NEW VEHICLE NEEDED:*** |

****

**Toyota Prius 5 DR HB II (1223)**

Standard and Company Provided Equipment:

1.8L DOHC I16 Valve 4Cyl Engine

Continuously Variable Transmission

STD Push Button Start

STD Traction Control

STD Front Wheel Drive

STD Traction Control

STD 15” 5-Spoke Aluminum Alloy Wheels

STD ABS Brakes

STD Dual Air Bags

STD Rear Deck Spoiler

STD Fog Lamps

STD Heated, Power Mirrors

STD Solar Tinted Glass

STD Intermittent Windshield Wipers

STD Intermittent Rear Wiper

STD Premium Cloth Front Bucket Seats

STD 6-Way Power Drivers Seat

STD 60/40 Split-Folding Rear Seat

STD Tilt/Telescopic Steering Wheel

STD Anti-Theft System

STD Cruise Control

STD Power Windows

STD Power Locks w/SmartKey System

STD Air Conditioning

STD Rear Window Defroster

STD AM/FM w/CD Player

STD Bluetooth Connectivity

CF Floor Mats

Miles Per Gallon estimates:

51 city

48 highway

Exterior Color Choices: Interior Choices:

**2015 Exterior Colors**

Black

Barcelona Red Metallic (not available with Misty Gray interior)

Classic Silver Metallic (not available with Bisque interior)

Nautical Blue Metallic

Sea Glass Pearl

Super White (not available with Misty Gray or Bisque interior)

Winter Gray Metallic (not available with Bisque interior)

**Interiors:**

Bisque

Dark Gray

Misty Gray

View colors at

http://www.toyota.com/prius-hybrid/exterior-360.html



**Ford Focus SE 4dr Sedan (P3F)**

Standard and Company Provided Equipment:

99N 2.0 L DOHC I4 cylinder engine

44W2 6-Speed Automatic Transmission w/OD

STD Driver and Front Passenger Airbags

STD Front Side Side Airbags

STD Front Wheel Drive

STD 15” Steel Wheels

STD Power Mirrors

STD Tinted Glass

STD Intermittent Windshield Wipers

STD Front Cloth Reclining Bucket Seats

STD 60/40 Cloth Folding Rear Seat

STD 6-Way Driver Seat

STD Floor Console w/Floor Shifter

STD Floor Mats

STD Air Conditioning

STD Power Locks

STD Remote Keyless Entry

STD Power Windows

STD Electric Rear Window Defogger

STD AM/FM Stereo w/CD

STD Trip Computer w/ Outside Temperature

STD Tilt/Telescopic Steering Wheel

STD Cruise Control

STD Anti-lock Brakes w/Traction Control

STD SYNC Entertainment w/Bluetooth Connectivity

STD Rear Camera

STD Rear Parking Sensors

Miles Per Gallon estimates:

27 city

40 highway

Exterior Color Choices: Interior Choices

**2016 Exterior Colors**

Ingot Silver

Magnetic

Oxford White

Race Red (not available with Lt Stone interior)

Shadow Black

Tectonic

**Interiors:**

Charcoal Black

Medium Light Stone

View color choices at:

http://www.ford.com/cars/focus/



**Toyota Corolla LE 4 Door Sedan (1852)**

Standard and Order Provided Equipment:

1.8L Twin-Cam EFI 16-Valve 4- Cylinder Engine

4-Speed Automatic Transmission w/OD

STD Front wheel drive

STD Anti Lock Brakes

STD Driver and Front Passenger Airbags

STD Cloth reclining bucket seats

STD 6-way Manual Adjustable Driver Seat

STD 4-way Manual Adjustable Pssnger Seats

STD 60/40 split fold down rear seat

STD Daytime Running Lights

STD Tinted Glass

STD Intermittent Windshield Wipers

STD Dual Remote-Controlled Mirrors

STD Tilt Steering Wheel

STD HD Rear Window Defogger

STD Air Conditioning

STD Power Windows

STD Power Locks

STD Remote Keyless Entry

STD Cruise Control

STD AM/FM/CD Player w/6” Touch Screen

STD Bluetooth Wireless Technology

STD Rear Backup Camera

CF Carpeted Floor Mats

Miles Per Gallon estimates:

29 city

38 highway Exterior Color Choices: Interior Choices

**2016 Exterior Colors**

4Evergreen Mica

Barcelona Red Metallic (not available with Amber interior)

Black Sand Mica

Brown Sugar Metallic (not available with Ash interior)

Classic Silver Metallic (not available with Ivory or Amber interior)

Slate Metallic

Super White

**Interiors:**

Amber

Ash

Ivory

View color choices at: http://www.toyota.com/corolla/color.html



**Honda Civic 4 Door LX Sedan (FB2F5FEW)**

Standard and Order Provided Equipment:

1.8L SOHC 16-Valve 4-Cylinder Engine

4-Speed CVT Transmission

STD Front wheel drive

STD Anti Lock Brakes

STD Driver and Front Passenger Airbags

STD Cloth reclining bucket seats

STD 6-way Manual Adjustable Driver Seat

STD 4-way Manual Adjustable Pssnger Seats

STD Tinted Glass

STD Intermittent Windshield Wipers

STD Dual Remote-Controlled Mirrors

STD Tilt Steering Wheel

STD Rear Window Defogger

STD Air Conditioning

STD Power Windows

STD Power Locks

STD Remote Keyless Entry

STD Cruise Control

STD AM/FM/CD Player w/USB interface

STD Bluetooth Wireless Technology

STD Rear Backup Camera

STD Carpeted Floor Mats

Miles Per Gallon estimates:

30 city

39 highway

Exterior Color Choices: Interior Choices

**2015 Exterior Colors**

Alabaster Silver Metallic (not available with Beige interior)

Crimson Pearl (not available with Gray or Black interior)

Crystal Black Pearl (not available with Beige interior)

Dyno Blue Pearl (not available with Beige or Black interior)

Modern Steel Metallic (not available with Beige interior)

Taffeta White (not available with Gray or Black interior)

Urban Titanium Metallic (not available with Gray or Black interior)

**Interiors:**

Beige

Black

Gray