

11/08/16

Floyd L. Jackson

Equipment Services

City of University Park

Fleet Manager

Gerry Bradley,

Attached please find the requisition and VPR to purchase a new 2017 Chevrolet 2500 Express Extended Cargo Van. This unit will replace unit 6127, which is currently assigned to the Park department.

Please see the attached quote. It describes in detail the van specifications.

Please sign the attached VPR and Requisition if you agree with this purchase as specified and forward to Tom Tvardzik, Finance Director, for further processing for purchase.

Respectfully,

A handwritten signature in black ink, appearing to read "Floyd L. Jackson", written in a cursive style.

Floyd L. Jackson

City of University Park

Equipment Services Division

Fleet Manager