

11/08/16

Floyd L. Jackson

Equipment Services

City of University Park

Fleet Manager

Tom Tvardzik,

Attached please find the requisition and VPR to purchase a new 2017 Chevrolet 1500 Silverado 4 x 2 Double Cab Truck. This unit will replace unit 6789, which is currently assigned to the Warehouse department.

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

Please sign the attached VPR and Requisition if you agree with this purchase as specified.

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