

2/16/17

Floyd L. Jackson  
Equipment Services  
City of University Park  
Fleet Manager

Harry Shearouse,

Attached please find the requisition and VPR to purchase a new 2017 Ford Transit 250 High Roof Cargo Van. This unit will replace unit 6914, a 2007 Chevrolet C3500, which is currently assigned to the Utility 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