

# EQUIPMENT MODIFICATION REQUEST



**INSTRUCTIONS:**

Any change, design modification, installation/removal or accessories on a state fleet asset may be performed after approval by ADOT Equipment Services Fleet Management. Requesters must complete **Steps 1 and 2**. See **PAGE 2** for process flow and full instructions.

**Equipment Number:**

**Unit/Agency:**

**Date:**

**Requester Name:**

**Requester Phone Number:**

**STEP 1.** Describe in detail the equipment modification(s) you are requesting:

**STEP 2.** What justifies this modification? (Safety, driver comfort, increased utility to the equipment, etc.):

**STEP 3:** ADOT Fleet Management will forward to the appropriate Shop Supervisor for an estimate.

**EQUIPMENT SERVICES SHOP SUPERVISOR USE ONLY:**

**Estimated Total Cost:**

**PARTS COST:**

**LABOR COST:**

**ALL MODIFICATION REQUESTS ARE DIRECT BILLED**

**STEP 4:** Have the appropriate unit and budget manager sign and date the request after reviewing the estimate. Return signed request to [FleetCoordinatorsGroup@azdot.gov](mailto:FleetCoordinatorsGroup@azdot.gov)

**Unit/Agency Manager Name:**

**Signature:**

**Unit/Agency Manager Title:**

**Date:**

**Unit/Agency Budget Manager Name:**

**Signature:**

**Unit/Agency Budget Manager Title:**

**Date:**

**Function Code (ADOT Only):**

**Approved:**

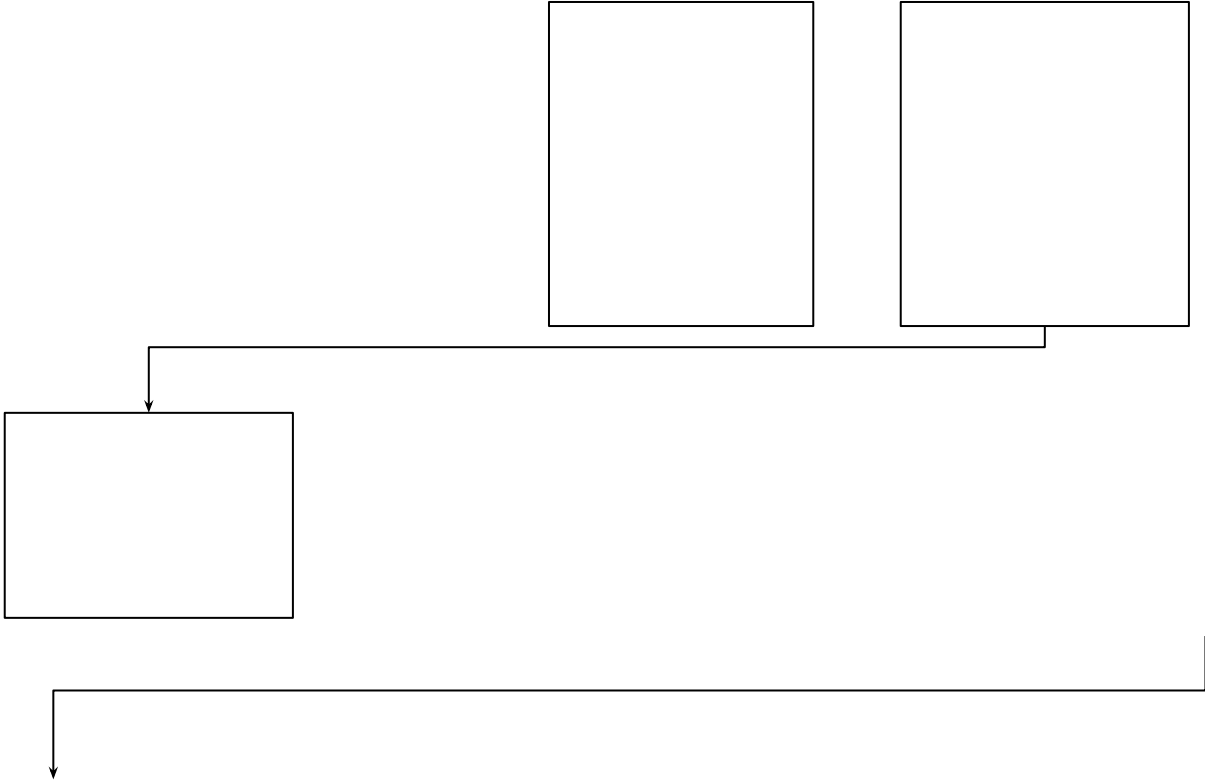
**STEP 5:** EQS Fleet Manager use only

**Denied:**

**Date:**

**EQS Fleet Manager Signature:**

**Comments:**



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