



**State of Missouri**  
**Office of Administration**  
**State Fleet Management Program**  
 Post Office Box 809, Jefferson City, MO 65102  
 Interagency Mail: Room 760, Truman Building  
 573/751-4534  
 FAX 573/751-7819

## VEHICLE CREDIT/INSURANCE RECOVERY REQUEST FORM

Agencies must request approval to expend vehicle credits accrued in accordance with Section 37.452 RSMo. This form must be used to request the release of vehicle credits or insurance recovery proceeds. Please complete Section A and mail or fax the signed form to State Fleet Management. If approved, State Fleet Management will request an increase to the SAM II expense budget (EB) line before a purchase order or payment can be processed. Agencies may enter a purchase order and put it on hold until the EB line has been increased.

<b>SECTION A: AGENCY REQUEST</b>									
<b>Agency/Division/Section</b>									
<b>Agency Contact Name, Phone &amp; Fax Number</b>									
<b>Amount Requested</b>			<input type="checkbox"/> Vehicle Credits <input type="checkbox"/> Insurance Recovery						
<b>Vehicle(s) To Be Purchased (List Year, Make and Model)</b>									
<b>SAM II Purchase Order Number (if known)</b>									
<b>State Fleet Management Vehicle Preapproval Tracking Number</b>			<input type="checkbox"/> Check here if funds will be used for repair or maintenance (Insurance Recovery only)						
<b>Comments</b>									
<b>SECTION B: SIGNATURES</b>									
<b>Agency Head or Designee</b>					<b>State Fleet Manager</b>				
_____					_____				
Date: _____					Date: _____				
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied				
<b>STATE FLEET MANAGEMENT USE ONLY</b>									
<b>Fiscal Year</b>					<b>Credit Tracking Number</b>				
<b>Credit Balance Adjustment Date</b>									
<b>EB Line Increase Request Date</b>									
<b>SAM II Expenditure Date</b>									
<b>ACCOUNTING DISTRIBUTION FOR PAYMENT</b>									
<b>AGENCY</b>	300	<b>ORG</b>		<b>FUND</b>	0505	<b>APPROP</b>	6259	<b>OBJECT</b>	
								2675 – Vehicle Purchase 2610 – Repair or Maintenance	
Note: Agencies should pay for vehicles with a P1 document. For complete procedures go to: <a href="http://oa.mo.gov/gs/fm/pdf/VehicleCreditProcedures.pdf">http://oa.mo.gov/gs/fm/pdf/VehicleCreditProcedures.pdf</a>									