

Maintenance Request Form

Maintenance requests over \$4,500 require KDOT approval in accordance with the 2023 KDOT policy manual page 54. If KDOT approval is granted, the agency may proceed with maintenance. A copy of this signed form and the invoice for maintenance must be attached to the BlackCat Budget/DBE report. For more information, please contact KDOTtransit@ks.gov. Once you have completed this worksheet, send it to taylor.l.zortman@ks.gov with a copy of the estimate. Please fill the form out fully to the best of your knowledge. If a change in the estimate occurs after approval is granted, an updated approval will need to be acquired before the repairs can be made. **Failure to gain KDOT pre-approval may result in denial of reimbursement.**

Employee Name: _____ Date: _____ Agency: _____

Point of Contact: _____ POC Email: _____ POC Phone: _____

Explanation of Maintenance Needs: _____

Use additional pages as necessary.

Year/Make _____ Model _____

VIN # _____ Mileage _____ Repair Costs: _____

Has this Vehicle been requested for Replacement? Yes No If so, which application period? SFY _____

Was the Vehicle Approved for Replacement? Yes No

Is Insurance Assisting with Repairs? Yes No If so, how much? _____

Condition of the Vehicle: _____

Warranty (for engine/transmission repairs): _____

(Date)

Signature of Agency's Authorized Representative / Print Name

(Date)

Signature of Approval by KDOT Staff / Print Name

By Signing this form, you are attesting that the information above is complete and accurate to the best of your knowledge. If any new information comes to light, you are agreeing to immediately contact the KDOT Public Transit Team at KDOTtransit@ks.gov with the new information.