

**Approval of the Department of the National Budget  
for the procurement of vehicles under the Operational Leasing Method**

1. Name of the/Ministry/ Department/Public Enterprise : Department of Local Government -

Southern Province

2. Type of vehicle requested

Category	No. of vehicles	Purpose of purchasing - whether Assigned/ or pool vehicle	Category No.as per para 4 of the circular if applicable	In case of replacement, manufacturing year and registration number of the existing vehicle
Motor Car				
Double cab				
Van				
Water Bowser				

3. Reasons for purchasing vehicle/s :

4. Source of funding ( if provisions are available, indicate the vote particulars):

5. Details of existing vehicles in the Ministry/ Department / Institute

Number of vehicles				
Own vehicles of the institute				
Category	Age less than 05 years	Age 05 - 10 years	Age more than 10 years	Uses of renting/ Hiring vehicle
Motor Car				
Double cab				
Jeep				
Van				
Other (pl.specify)				

6. Contact person's name and Telephone No :

6.1 Recommended / Not Recommended

.....

Head of the Department / Institution

Date .....

6.2 Having reviewed at the committee, the following vehicles are recommended

Category	No. of vehicles
Motor Car	
Double cab	
Van	
Water Bowser	

.....

Secretary to the Ministry / Chief Secretary

Date.....