

Up-Fits, Equipment, Wraps, Decals:

Motor Fleet Management (MFM) owned vehicles may not be modified in any manner by the assigned agency without the permission of MFM. Permitted modifications and up-fits may not exceed the capacity of the vehicle and may not override or delete any factory designed safety or emissions features of a vehicle. The cost of performing an MFM-approved modification or up-fit will be paid by the requesting agency.

The assigned agency will restore the vehicle to 'as-issued' configuration prior to returning a vehicle to MFM unless permission has been granted by MFM to return a vehicle with up-fit equipment in place. The cost of restoring a vehicle to as-issued configuration will be borne by the assigned agency. The cost of any repairs resulting from defacing a vehicle during the removal of equipment, wraps, or decals will be charged back to the assigned agency.

Agency Name: _____

Date: _____

Division Name: _____

Requestor: _____

Vehicle Number(s):

(if the identical upfits are planned for more than five vehicles, attach a list of all vehicle #'s to be upfit)

Proposed Up-Fit: *(for wraps & decals, please attach a picture or drawing)*

Agency Approval *(CFO or Agency Head/Designee)*:

(print)

(sign)

(date)

Submit request and attachments to Vehicle.Assignment@doa.nc.gov.

MFM Approval *(Director or Business Officer)*:

(print)

(sign)

(date)