



# Northern Rockies Tire Replacement Order Form

<b>Incident Name:</b>	<b>Incident Number:</b>
<b>Date of Order:</b>	<b>Time of Order:</b>
<b>Name of Requestor (print):</b>	
<b>Resource request number of requestor:</b>	
<b>Date and time tires are needed:</b>	
<b>Vehicle Description (year, make, model):</b>	
<b>Vehicle license number:</b>	
<b>Vehicle ownership (unit or agency):</b>	
<b>Tire size and Type:</b>	
<b>Number of tires needed:</b>	
<b>Rim required or available:</b>	
<b>Acceptable alternatives:</b>	
<b>Suggested tire vendor:</b>	
<b>Delivery location at incident</b>	

<b>For agency vehicles, assigned S number (if applicable):</b> <small>A completed OF-289 Property Loss or Damage Report will be required for an S# to be issued.</small>	
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*For assigned contractors, receipt copy must be routed to the Finance Section.  
For agency vehicles, receipt copy to the primary operator.*

**Purchasing contact for incident**

<b>Micropurchaser or Buying Team:</b>	<b>Phone number:</b>

**Retailer Instructions:**

Any substitutions to the above request must be approved by the requestor prior to acceptance of the order. Contact the Micropurchase or Buying Team member listed above with any questions or substitution needs. Tires manufactured more than 3 years prior to this request shall not be acceptable.