

**FLEET MANAGEMENT OFFICE  
AD HOC REPORT REQUEST**

|   |  |
|---|--|
| <b>Contact Information</b>  |  |
| <b>SUFC Email Address</b>   |  |
| <b>SUFC Name</b>  |  |
| <b>Requestor Name</b>   |  |
| <b>SUFC Phone</b>   |  |
| <b>Division Number</b>  |  |
| <b>Report Summary</b>   |  |
| <b>Report Title</b>   |  |
| <b>Report Description</b>   |  |
| <b>Report Purpose</b>   |  |
| <b>Required Date</b>  |  |
| <b>Extract report or ad hoc report?</b>                           |  |
| <b>Periodicity of extract</b>                                     |  |
| <b>Data</b>   |  |
| <b>FMO form that is the source of the data (name and number)</b>  |  |
| - <b>Fields Required (from FMO form)</b>                          |  |
| - <b>Column Headers for each required field</b>                   |  |
| - <b>Column / fields that require totals</b>                      |  |
| - <b>Number of decimal places required in column totals</b>       |  |
| <b>Time Range</b>   |  |
| <b>Other criteria</b> (expressed as field/condition)              |  |
| <b>Sorting requirement</b> (specific which field and how to sort) |  |
| <b>Data grouping requirement</b>                                  |  |
| <b>Calculation requirement</b>                                    |  |
| - <b>Number of decimal places required in calculation</b>         |  |
| <b>Format</b> (tab or CSV)  |  |
| <b>Special requirements</b>                                       |  |

DOA-FM-015 (Revised) 1 April 2011  
 Enabling statute: WV Code §5A-1-2(f) and §5A-3-48 through 5A-3-53.  
 Regulatory authority: Code of State Rules 148 CSR 3.