

MOTOR VEHICLE PURCHASE APPROVAL FORM

Name of Requestor:		Date:	
Department:			
Requestor Phone No./E-Mail Address:			
Describe Requested Vehicle:			
Check one:	<input type="checkbox"/> New vehicle request	<input type="checkbox"/> Used vehicle request (inspection must be made by campus vehicle inspector)	
Check one:	<input type="checkbox"/> Vehicle will be an addition to the campus vehicle inventory (will not replace existing vehicle)		
	<input type="checkbox"/> Vehicle will replace an existing vehicle (existing vehicle will be disposed of)		
If the requested vehicle will be an addition to the current campus vehicle inventory, describe <ul style="list-style-type: none"> • why an additional vehicle is needed • where the vehicle will be secured and stored 			
If the requested vehicle will replace an existing vehicle, describe <ul style="list-style-type: none"> • the vehicle to be replaced (make, model, year, manufacturer's ID number [VIN], mileage, vehicle license number and present location) • the planned disposition of the vehicle (e.g., to be sold at auction) 			
Note: If a replacement, send copy of this form and Equipment Inspection Report to Property Mgmt, zip 910, so existing vehicle can be removed from inventory			
REQUESTING DEPT/UNIT APPROVALS			
Department Head Approval:			
_____	_____	_____	
Signature	Title	Date	
Dean/Unit Head Approval:			
_____	_____	_____	
Signature	Title	Date	
Vice President Approval:			
I support purchase of the requested vehicle and understand the requesting department will be obligated to fund operational and maintenance costs, including insurance, vehicle safety modifications, and storage expenses as necessary.			
_____	_____	_____	
Signature	Title	Date	
CAMPUS APPROVALS			
All Vehicle Requests <u>Except</u> University Farm and University Housing & Food Services Vehicle Requests:			
Signature of Director of Facilities Management and Services:			
University Farm Vehicle Requests:			
Signature of University Farm Operations Manager:			
University Housing & Food Services Vehicle Requests:			
Signature of Director of University Housing & Food Services:			
University Pool/Fleet Vehicle Requests: (vehicles reserved through Vehicle Reservations Office)			
Signature of Chief of University Police:			
SAFETY APPROVAL			
(Only required for heavy machinery vehicles such as forklifts, tractors, harvesters, street sweepers)			
Signature of Dir. of Environmental Mgmt, Health & Safety:			

AFTER THIS FORM IS COMPLETED, SEND IT TO PROCUREMENT SERVICES (ZIP 244) WITH REQUISITION