



VEHICLE REQUEST FORM

BYUH Fleet Services

Due the last business day of March prior to the intended lease year
(e.g., If you intend to lease in 2024, the request is due last business day of March 2023)

Department:	Date:
Requestor:	Vehicle Type (See back for details):
Justification (See back for details):	

BUDGET/ LEASE PERIOD

Estimated Yearly Price of Vehicle (See back for details):	Requested Start Year:	Estimated Duration of Lease (continuous or # of years):
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<i>Manger Signature</i>	Date
<i>Budget Director Signature</i>	Date
<i>Vice President Signature</i>	Date

INTERNAL USE ONLY

<i>Vehicle Review Committee Signature</i>	Date
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Vehicle Review Committee Comments:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved

*The Vehicle Review Committee has **final approval** on all Vehicle Requests

ESTIMATED YEARLY LEASE RATES BY VEHICLE

Cars and Vans	Carts and Trucks
Sedan: \$10,230	Golf Cart: \$3,160
Minivan: \$10,470	Utility Vehicle Cart: \$1,740
11 Person Passenger Van: \$13,865	Pickup Truck: \$9,615
Cargo Van: \$9,725	

*The rate is an **estimation**, not a set rate. Prices may vary based on purchase year.

OTHER INFORMATION

Justification: The more detail and justification the better the opportunity to receive permission to lease the vehicle. Indicate a need, not a want.

e.g. The Toyota pickup is needed as we regularly use it to haul large equipment all around campus 4 hours a day, 6 days a week. We also use the pickup truck to do town runs to service equipment on a weekly basis. Without it, we'd really struggle moving heavy equipment and we'd be unable to service.

Items to consider:

1. What would you do if you did not have the new cart/vehicle?
2. How often do you use the cart/vehicle?
3. Can you get by with a rental?

Billing: The chart above is a yearly lease rate for the vehicle. Billing will occur monthly.

Maintenance Fees: Maintenance charges are included in the lease. You will not be charged extra for routine maintenance.