

VEHICLE REQUEST FORM
Facilities Management

This form is due Oct. 31st, for the upcoming annual needs review in March. To be purchased the following year, if approved.

Department:	Cost Center:
Requestor:	Vehicle Type:
Justification: (How often will it be used, can a short term rental meet this need? What will you do if a vehicle is not approved?)	

BUDGET/ LEASE PERIOD

Estimated Annual Lease for Vehicle:	Requested Start Year:	Estimated Duration of Lease (continuous or # of years):
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<i>Director Signature:</i>	Date:
<i>Fleet Services Manager Signature:</i>	Date:
<i>Facilities Management Director Signature:</i>	Date:

INTERNAL USE ONLY

<i>President's Council Approval Signature</i>	Approval Date :
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Comments:	Purchase Date :
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<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved