



Vehicle/Golf Cart Request Form

Please use this form to request and justify your department's vehicle/equipment needs. This form must be filled out and signed by the Department Budget Head and the department's respective Vice President and submitted to the Transportation Services Department before final approval occurs. Completed forms may be sent to the Transportation Services Department via email to transportationservices@pvamu.edu or delivered to the Transportation Center. NOTE: The department should not take any action to purchase the vehicle on their own. This function will be handled by Transportation Services directly.

Date of Request: _____ **Department:** _____

Vehicle Type: ___ Car ___ Truck ___ Golf Cart ___ Small SUV ___ Large SUV

___ Other: _____

Is used equipment acceptable? ___ No ___ Yes

Will this purchase replace old equipment? ___ No ___ Yes **Vehicle Number?** _____

Justification for vehicle/equipment needs: _____

Total vehicles currently assigned to you department: _____

Estimate monthly mileage: _____ **Estimate number of passengers:** _____

Estimate pounds of cargo: _____

Proposed source of funding: _____

Requestor: _____ **Signature:** _____

Approvals

___ Approved ___ Denied ___ Approved ___ Denied

Budget Head

Date

Vice President

Date

For Transportation Center Use Only

Request Approved ___ Yes ___ No Date: _____

Signature: _____