



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Date: July 2, 2014

To: Faculty and Staff

From: Marvin Spencer
Manager of Transportation Services

Re: The Purchasing of Golf Carts and Service Vehicles

In our ongoing efforts to provide the most efficient services to the campus community, we are providing some updates to the process of purchasing golf carts and service vehicles. The Transportation Services department will continue to provide all new golf cart & service vehicle purchases, manage inventory caps and be responsible for all maintenance.

Departments can now obtain a golf cart and or service vehicles by following these updated procedures:

1. Complete the Vehicle Information Form and submit to Transportation Services (*see 2nd page below*)
2. Include a detailed description of the type of cart or service vehicle you are interested in purchasing (image or vehicle specifications)
3. Transportation Services will obtain quotes based on specifications provided. Transportation Services will determine if there are any required safety additions and provide the options to the requesting area for selection
4. Once final selection is made the department will process an Interdepartmental Order (IDO) for the quoted amount to Transportation Services account 227800
5. Once a finalized IDO has been received by Transportation Services, the purchase will be processed for the requested item
6. Once received the cart/service vehicle will be inspected and placed into service then made available to the requesting department for use

We will continue to provide short term rental and/or lease equipment services (based on availability).

For questions, please contact Transportation Services at ext. 1140 or via e-mail at Transportationservices@pvamu.edu.



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Golf Cart/Service Vehicle Information Form

This form shall be completed by the department head for purchase of golf carts/service vehicles.

Individual Initiating Purchase: _____

Department: _____

Campus: _____ Building/Room Number: _____

Overnight parking and charging location (Be specific): _____

Telephone Number: _____ Fax Number: _____

I acknowledge that:

❖ I have read and understand the University Administrative Procedure (UAP) 24.01.01.P0.01 University Golf Cart and Service Vehicle Safety;

❖ My department is able to comply with all requirements of the UAP; and,

❖ All members of my department, who shall be granted the privilege to operate golf carts/service vehicles on PVAMU premises, shall be required to comply with the requirements of the UAP.

Department Head's Signature

Date

Please email a copy to the Transportation Services and the Office of Environmental Health & Safety (ehs@pvamu.edu) for approval and inventorying.