

Vehicle Request Form

The Vehicle Request Form (VRF) is a worksheet for the analysis of new vehicle assets the university is seeking to acquire. This exercise assists in determining the type of service this vehicle will need to perform for the end-using LMU entity as well as the support needs of the vehicle.

Will this new vehicle replace an existing vehicle? YES NO If YES, What is the VIN # of the vehicle being replaced? _____

Parking

Where will you park your new vehicle? _____

Not sure. Please suggest a location for us.

Power Available? YES NO

Primary contact for service & maintenance issues concerning this vehicle: _____

Phone: _____

Duty / Service

What type of service requirements will this vehicle need to meet? _____

Typical number of passengers: _____

Cargo Requirements

Will your cargo size exceed 40" x 36"? YES NO Exceeds 250 pounds? YES NO

Will your cargo size exceed 40" x 84"? YES NO Exceeds 500 pounds? YES NO

Frequency

How often will you use this vehicle? Daily 3 days per week 2 or less days per week

Average daily hours: _____

FM Recommended Vehicle

Budget Use Only

Budget Available: _____

Requestor _____

(type/print name)

Date: _____

(type/print department)

Approvals

Department Head / Dean / VP

Divisional Budget Manager

Transportation Service

Controller's Office / Budget

Facilities Management

Risk Management / Insurance