

Request to Purchase a Vehicle to be Added to the University of Guelph Licensed Vehicle Fleet Form

Transportation Services, in consultation with the department will be responsible for the selection, specification and procurement of any approved owned or leased licensed vehicle. All vehicle procurements will be conducted according to University of Guelph, Financial Policy FI 18 – Purchasing Policy, and University of Guelph Policy 1.2.25 – Licensed Vehicles.

Please complete the following, have the Dean, Director or Chair approve the request by signing in the “Department/College Approval” section and submit the completed for to the Vice-President, Finance, Administration and Risk.

Name _____ Position _____

Phone Number _____ Email Address _____

Department/College _____

Please describe in detail the purpose(s) the vehicle will be used for.

2. How long do you expect to keep the vehicle?

3. Specify the source of funding that will be used to purchase the vehicle i.e., research grant, departmental operating funds, donation.

4. Specify the source of funds that will cover the costs of maintaining the vehicle on an annual basis.

Department/College Approval of Request Signature:

Name Printed

Signature

Approval of Vice-President Finance, Administration and Risk:

Name Printed

Signature