University of Louisville

REQUEST TO PURCHASE MOTOR VEHICLE

1. DEPARTMENT NAME: _____
2. VEHICLE ASSIGNMENT: ☐ *AGENCY* ☐ *INDIVIDUAL*
3. VEHICLE DESCRIPTION(S): _____
4. ESTIMATED ANNUAL MILEAGE: _____
5. PURCHASE TYPE QTY: ☐ *SCHEDULED REPLACEMENT* ☐ *EXPANSION* ☐ *STOLEN/DAMAGED*
6. PLEASE DESCRIBE THE INTENDED USE AND NECESSITY OF THE VEHICLE: _____

   _____
7. IMPACT ON UNIVERSITY SERVICES IF THE PURCHASE IS NOT APPROVED: _____

   _____
8. TOTAL NUMBER OF VEHICLES REQUESTED: _____
9. IS FUNDING FOR THE VEHICLE(S) APPROVED IN THE BUDGET? (Check One): ☐ YES ☐ NO
10. LIST ANY ALTERNATIVES THAT YOU HAVE EXPLORED, i.e. SURPLUS PROPERTY, VEHICLE REPAIRS. ALSO, INDICATE WHEN THIS WAS DONE:

    _____

    _____
11. PLEASE PROVIDE FUNDING INFORMATION IN THE FOLLOWING TABLE:

VEHICLE DESCRIPTION	FUNDING SOURCE	TOTAL
	TOTAL PURCHASE COST	$0.00

APPROVALS FOR VEHICLES: Signature of requestor: _____

REQUESTED BY: This field requires the signature of the Dean or Vice President of the requesting department.

_____

DEAN OR VICE PRESIDENT OF REQUESTING DEPARTMENT Email Address Phone Number

APPROVED BY:

_____ _____

Vice President for Business Affairs Department of Purchasing

Please complete form, get appropriate department signatures and forward to Ralph Pardue, Buyer Senior, Department of Purchasing.
Email: repard01@louisville.edu. Phone# 852-8227.

3/5/07