



New Vehicle Request Template

Vehicle Needed:

Sedan 7 Passenger Van 12 Passenger Van 4 x 2 Truck 4 x 4 Truck SUV (small) SUV (large)

Fuel Type:

Gas Diesel Hybrid Electric (plug in) CNG Bi-Fuel Propane

In support of CSU's sustainability goals, an alternative fueled vehicle will be ordered (if available). If you are unwilling/unable to accept an alternative fueled vehicle, please provide a brief explanation:

Is this a replacement vehicle? No Yes, replacing license plate #

Requesting Department Name and Number:

Requesting Person Name:

Signature:

Date:

Program Supported:

Justification for request:

CSU standard equipment include: automatic transmission, power locks, power windows, power steering, AM/FM/CD, USB port, intermittent wipers front (and rear when available), cloth seats, power mirrors, 2-wheel drive, seat belts for all passengers, white vehicle exterior with neutral interior, air conditioner and heater. For any additional (not included in the standard list above) equipment, you must detail the equipment and provide a brief justification for same:

Payment Information:

Will the vehicle be purchased outright with Department funds?

Vehicle will be financed for five years and have a monthly lease payment?

Funds Available: Account Number:

Approvals:

I have reviewed this request and certify that there are funds available in the above account for this vehicle procurement.

Fiscal Officer Name:

Signature:

Date:

Department Head Name:

Signature:

Date:

This vehicle request must be signed by both the Department Head and Fiscal Officer prior to vehicle order. Email completed New Vehicle Request Template to Transportation Services.