REQUEST FOR APPROVAL:
MOTOR VEHICLE, GOLF CART,
GEM CAR, TRAILER, ATV, WATER CRAFT AND AIRCRAFT

Request approval for a purchase/lease or transfer from another agency of a motor vehicle, golf cart, gem car, trailer, ATV, watercraft or aircraft rental.

Date: _________  Requisition: ______________  Department/Project: ________________
Requestor: __________________________________________  Department Name: ____________________

Description of item: ___________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

List options with justification: __________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Location of secure parking: __________________________________________
(Parking Services requires that all golf carts have an ID number within their database.)

Who is the assignee of item to be purchased?

Assignee: __________________________________________
Title (i.e. Director, Dean, etc.) ______________________________
Location: ____________________________  Anticipated Annual Mileage: ________________

Description of replaced item:

To be traded/sold: __________________________________________  Other/Explain: __________________________
UCF Decal: ______________  ID Number: ________________________  State Tag: ________________________
Year/Model/ Make: ________________________________
Type (Body/Style): ________________________________  Mileage: ________________________________

________________________________________________________________________

WILLIAM MERCK II
Vice President for Administration and Finance
and Chief Financial Officer