



**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