

**USD Vehicle Purchase Request Form**



Department		Date	
Manager of Transportation		e-mail	Phone
Vice President		e-mail	Phone
Procurement		e-mail	Phone

Type of vehicle requested (use section below for details)

How will vehicle be used? (field work, transportation, etc)

Estimated miles per year Approximate Budget

Is there an assigned parking spot for this vehicle?

Yes  No If yes, write the parking spot location.

**Type of Vehicle and Options**

<b>Sedan</b>	<b>Van</b>	<b>SUV</b>	<b>Pickup</b>
<input type="checkbox"/> Full-size	<input type="checkbox"/> Full-size	<input type="checkbox"/> Full-size	<input type="checkbox"/> Full-size
<input type="checkbox"/> Mid-size	<input type="checkbox"/> Cargo	<input type="checkbox"/> Mid-size	<input type="checkbox"/> Compact
<input type="checkbox"/> Compact	<input type="checkbox"/> Minivan	<input type="checkbox"/> Compact	

Other Description

**Options**

Sedan Options:  2-door  4-door  Hatchback  Other

Truck Options:  4x2  4x4  Regular Cab  Crew Cab  Towing Package  
 Short Bed  Long Bed  Bed Liner  Camper Shell

Fuel Options:  FlexFuel (E85)

**Note:** In order to comply with USEPA Fleet Standards, USD must acquire Alternative Fuel Vehicles (AFVs) whenever possible. Compliant fuels include: Methanol; Denatured ethanol and other alcohols; Mixtures containing 85% by volume of methanol, ethanol, and other alcohols with gasoline or other fuels (E85); Natural gas (compressed or liquefied); Liquefied petroleum gas (propane); Electricity (including electricity from solar energy); Hydrogen; Coal-derived liquid fuels; Fuels (other than alcohol) derived from biological materials, including neat (100%) biodiesel. If requesting approval for a nonAFV, the request must contain justification demonstrating that an AFV is not available that meets the required vehicle specifications.

Additional vehicle details or specifications

**Approvals**

Master of Transportation		Signature		Date	
Procurement		Signature		Date	
Budget Manager/Director		Signature		Date	
Department Head		Signature		Date	
Dean		Signature		Date	
Vice President		Signature		Date	
Director of University Mobility and Scheduling		Signature		Date	