University of Minnesota – New Vehicle Request Form

To request a new leased or purchased vehicle, complete this form and send by email to fleet@umn.edu. A Fleet and Transit Services representative will contact the requester within three business days to discuss the request in detail. Vehicle ordering process takes a minimum of 120 days. Questions marked with an asterisk (*) require a complete response.

*Department or business unit requesting the vehicle: ________________________________

*Will the vehicle be leased or purchased?  □ Leased  □ Purchased  □ Uncertain

*Desired type of vehicle:

- □ COMPACT CAR
- □ CARGO VAN
- □ MID-SIZE CAR
- □ MINI CARGO
- □ FULL-SIZE CAR
- □ 1/2 TON CARGO
- □ MINI UTILITY VEHICLE
- □ 3/4 TON CARGO
- □ MINIVAN
- □ 1 TON CARGO
- □ SUV
- □ OTHER (PLEASE SPECIFY) ________________________________________________________

If this vehicle will replace an existing vehicle, please enter the Vehicle ID: ________________________________

*Briefly describe the purpose of trips made with this vehicle: ____________________________________________

_________________________________________________________________________________________________

Briefly describe any add-on equipment the vehicle may require (e.g., hitch, shelving, lighting, etc.):

_________________________________________________________________________________________________

*EFS string for vehicle acquisition – Please verify with Dept. Accountant or Principal Investigator (PI):

<table>
<thead>
<tr>
<th>Fund: ___________________________</th>
<th>Dept. ID: ___________________________</th>
<th>Program: ___________________________</th>
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<tbody>
<tr>
<td>OTHER (E.G., PROJECT, CF1, CF2, EMPLID, ETC.): ________________________________________________</td>
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*Requester Name: _____________________________________________________________________________

*Requester Email: ___________________________________________  *Requester Phone: _________________________

*Requester Signature: ___________________________________________________________________________  *Date: __________________

*Dept. Head or PI Name: __________________________________________________________________________

*Dept. Head or PI Email: ___________________________  *Dept. Head or PI Phone: _________________________

*Dept. Head or PI Authorized Signature¹: ___________________________  *Date: __________________

¹ Both the requester signature and the Department Head or PI signature must be on this form before Fleet and Transit Services will research available vehicles. After Fleet and Transit Services provides vehicle specifications to the requester, the Department Head or PI must sign another form to authorize the actual vehicle purchase or lease.