

# University of Minnesota – New Vehicle Request Form

To request a new leased or purchased vehicle, email this completed form to [fleet@umn.edu](mailto: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:**

- |   |  |                                      |  |                                   |
|---|--|--------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> COMPACT CAR                  | <b>CARGO VAN</b>                       | <b>PICKUP TRUCK</b>                  | <b>PICKUP TRUCK (CONT.)</b>              | <b>ALTERNATIVE FUEL</b>           |
| <input type="checkbox"/> MID-SIZE CAR                 | <input type="checkbox"/> MINI CARGO    | <input type="checkbox"/> REGULAR CAB | <input type="checkbox"/> 1/2 TON         | <input type="checkbox"/> HYBRID   |
| <input type="checkbox"/> FULL-SIZE CAR                | <input type="checkbox"/> 1/2 TON CARGO | <input type="checkbox"/> SUPER CAB   | <input type="checkbox"/> 3/4 TON         | <input type="checkbox"/> ELECTRIC |
| <input type="checkbox"/> MINI UTILITY VEHICLE         | <input type="checkbox"/> 3/4 TON CARGO | <input type="checkbox"/> CREW CAB    | <input type="checkbox"/> 1 TON           | <input type="checkbox"/> E85      |
| <input type="checkbox"/> MINIVAN                      | <input type="checkbox"/> 1 TON CARGO   | <input type="checkbox"/> 4X4         | <input type="checkbox"/> STAKE BED TRUCK |                                   |
| <input type="checkbox"/> SUV                          |  |                                      |  |                                   |
| <input type="checkbox"/> OTHER (PLEASE SPECIFY) _____ |  |                                      |  |                                   |

**If this vehicle will replace an existing vehicle, please enter the Vehicle ID:** \_\_\_\_\_

**If this vehicle is new to the Fleet, will it need a new parking contract?**                       Yes                       No

**\*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):**

**FUND:** \_\_\_\_\_ **DEPT. ID:** \_\_\_\_\_ **PROGRAM:** \_\_\_\_\_

**OTHER (E.G., PROJECT, CF1, CF2, EMLID, ETC.):** \_\_\_\_\_

**\*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 Signature<sup>1</sup>:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

<sup>1</sup> 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.