

Tracking Number _____

Part I - Vehicle Information: To be filled out by the Requestor

Division Requesting Vehicle Purchase: _____

Fund: _____ Org: _____ Account: _____ Program _____

Vehicle Make _____ Model _____ Year _____

Weight Class _____ Color _____ Estimated Price _____

Number of Keys Included (minimum of 4 keys) _____

Reason for Purchase: Replacement New

*If vehicle is a replacement, a Fleet Management Vehicle Condition Assessment must be attached

1) Please answer if there is a legitimate need for the requested vehicle. If 'Yes,' state why.

2) Please answer if there is an immediate need for the vehicle. If 'Yes,' state why.

3) Please determine if there is currently a vehicle within the Rowan inventory that would fit this need, or can be repurposed to fit the need. If 'Yes,' explain why it cannot be used in place of requested vehicle. If 'No,' please verify the source of your research.

Department Head Name: _____

Department Head Signature: _____

Date: _____

Additional Comments:

Tracking Number _____

Part II - Recommendation & Approvals: Recommendation must be executed by Fleet Management and approved by the Assistant Vice President of Facilities & Operations. Final approvals must be completed by the Senior Director of Contracting & Procurement, the Senior Vice President of Facilities & Operations or the Executive Vice President for Administration and Strategic Planning (if Facilities & Operations are requesting the vehicle).

Fleet Recommendation

Vehicle Recommended: Yes: No:

If 'No,' explain why vehicle is not recommended:

Assistant Vice President of Facilities & Operations

Name: _____

Date: _____

Signature: _____

Final Approvals Must Be Completed by:

Senior Director of Contracting & Procurement

Vehicle Approved: Yes: No:

Name: _____

Date: _____

Signature: _____

Senior Vice President of Facilities & Operations

Vehicle Approved: Yes: No:

Name: _____

Date: _____

Signature: _____

Executive Vice President for Administration & Advancement

Vehicle Approved: Yes: No:

Name: _____

Date: _____

Signature: _____