

**Motor Vehicle Purchase Approval Form**

PPM TEL NO: (818) 677-2222  
FAX NO: (818) 677-4883  
MAIL DROP: 8291

**I. REQUESTER:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_

**EXT/FAX:** \_\_\_\_\_ **MAIL DROP:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**II. DESCRIBE REQUESTED VEHICLE:** \_\_\_\_\_

**CHECK ONE:**            New vehicle request                      Used vehicle request *(Inspection must be made by campus vehicle Inspector)*

**CHECK ONE:**            Vehicle will be an addition to the campus vehicle inventory *(Will not replace an existing vehicle)*

                                 Vehicle will replace an existing vehicle *(Existing vehicle will be disposed of)*

**III. IF THE REQUESTED VEHICLE WILL BE AN ADDITION TO THE CURRENT CAMPUS INVENTORY, DESCRIBE:** (Use separate page if necessary)

- Why was an additional vehicle needed? \_\_\_\_\_
- Where the vehicle will be secured and stored: \_\_\_\_\_

**IV. IF THE VEHICLE WILL REPLACE AN EXISTING VEHICLE. DESCRIBE:** (Use separate page if necessary)

- The vehicle to be replaced: \_\_\_\_\_
- Where the vehicle will be secured and stored: \_\_\_\_\_

**V. REQUESTING DEPARTMENT/UNIT APPROVALS:**

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VI. CAMPUS APPROVALS – ALL VEHICLE REQUESTS:**

**DIRECTOR OF PHYSICAL PLANT MANAGEMENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SAFETY APPROVAL\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DIRECTOR OF ENVIRONMENTAL HEALTH & SAFETY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VII. VICE PRESIDENT FOR ADMINISTRATION AND FINANCE:**

I SUPPORT PURCHASE OF THE REQUESTED VEHICLE AND UNDERSTAND THE REQUESTING DEPARTMENT WILL BE OBLIGATED TO FUND OPERATIONAL AND MAINTENANCE COSTS, INCLUDING INSURANCE, VEHICLE SAFETY MODIFICATIONS, AND STORAGE EXPENSES AS NECESSARY.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*(Only required for heavy machinery vehicles such as forklifts, tractors, street sweepers, etc.)