

# LONG-TERM VEHICLE ASSIGNMENT REQUEST

**Purpose:**

This form is used to request long-term assignment of a vehicle for official University business. Long-term is any request longer than 14 days. Per University Policy BS20, the Budget Executive and Financial Officer are justifying the need for a long-term assignment that cannot be met by periodic daily reservations from Fleet. Individuals/Departments must adhere to all aspects of Policy BS20. Violations of BS20 can result in denial of use and/or disciplinary action.

**Any changes, modifications, or date extensions to the original request must have a new form submitted with signature of the Budget Executive and Financial Officer.**

**FOR FLEET USE:**

Request Received: _____
Vehicle: _____
Reservation: _____
Completed: _____
Email Added: _____
Vehicle Location: _____

This request is:

Select one option below and complete all necessary information: <input type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>RENEWAL</b> <input type="checkbox"/> <b>MODIFICATION</b> <input type="checkbox"/> Cost Object _____ Cost Object #: _____ <input type="checkbox"/> Dates _____ <input type="checkbox"/> Other _____	To be completed for all requests:  VEHICLE # _____ Assignment Dates: _____ TO _____  <input type="checkbox"/> ZERO Deductible Requested (additional fee per month)  ESTIMATED AMOUNT (Per Fiscal Year) _____
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**Person responsible for reporting Monthly Mileages:**

 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Alternative Contact Information**

(name, phone, and email):

**There must be a request for EACH vehicle and can only be charged to ONE Cost Object. Please select the appropriate Cost Object type from the drop-down list and enter the corresponding Cost Object number and the appropriate General Ledger (GL) account number:**

 Cost Object Type: \_\_\_\_\_ Cost Object #: \_\_\_\_\_ GL Account #: \_\_\_\_\_

**Principle Operator: (If used by numerous persons, type "POOL")**

 Name: \_\_\_\_\_ Address: \_\_\_\_\_

Type and class of vehicle requested:

Detail of vehicle needs for conducting official University business and reasons why these needs cannot be met by periodic use of "pool" vehicles:

Precise University location where the vehicle will be parked in the evenings:

**APPROVALS**

 Budget Executive Name: \_\_\_\_\_ Financial Officer Name: \_\_\_\_\_

 Signature and Date: \_\_\_\_\_ Signature and Date: \_\_\_\_\_