New Vehicle Requisition Form

Preliminary Section

Department: __________________________ Date: ____________________________

Requester: __________________________ Tel #: ____________________________
Fleet Coordinator: __________________________

1. This request is for  Purchase □  Lease □

2. Type of vehicle needed:

- Compact □  Mid-size □  Full size □  Station Wagon □  Pickup truck (small □  mid-size □ full-size □ ) □  Van □

Other □ (describe): ____________________________________________________________

3. Intended use and function of the vehicle: Note: If the Vehicle is intended to be used for personal purposes, it should clearly be stated in this section along with the name of the operator.

- i) Vehicle Needs Statement: The Vehicle Needs Statement is to be attached with enough information to justify why the vehicle should be purchased and is a statement of what the vehicle is to be used for. The Vehicle Needs Statement must provide enough information (type of transmission and required options) allowing for the assessment and identification of the most fuel efficient and least polluting vehicle that can meet your needs. Please consider buying the most fuel-efficient vehicle that meets your everyday needs. Look here for guidance on items that affect fuel efficiency and emissions and therefore must be addressed in your Vehicle Needs Statement. Special requirements for towing, attached racks, winch or other specialized options must include specific weight limits.

4. Retail Price of the vehicle including all options estimated by Procurement Services: ____________________________

5. Funds available for this acquisition: $ ____________________________

6. Disposal of the University Used Vehicle: Only complete if the Vehicle will replace a University Used Vehicle.

- Year, Make & Model__________________________________________________________
- License Number________________________ Odometer Reading________________________ Reading Date________________________

Please provide information on any employee within your area interested in purchasing the used vehicle.

- Name of Employee: __________________________ Telephone #: __________________________

7. Agreement in principle for the purchase & disposal of vehicle: Signatures of the Dean/Director to whom the area reports are required. In case of a Vice-Principal, signature of Principal and in case of Principal, signature of Chair of Board of Governors is required.

We agree in principle to the acquisition of the Vehicle as per details provided above and in the Vehicle Needs Statement

- Signature: __________________________ Title __________________________ Date: __________________________

- FOAPAL Number: __________________________

- Granting Fund #: __________________________

8. Preliminary review by Office of Sustainability: Signature of Sustainability Director: __________________________

Date: __________

Comments: ________________________________________________________________

PRINT information on the form, have the Office of Sustainability review your Vehicle Needs Statement to determine that we are purchasing the most fuel efficient and least polluting vehicle that meets your need. Obtain the required authorizations and forward the complete package to Procurement Services, at Fax Number 398-1885. Completion of this form is in preparation for the actual acquisition and does not replace a formal purchase requisition that will be required once the detailed specifications of the vehicle have been determined.
9: Vehicle Selection Process;
Procurement Services will obtain quotes for vehicles based on the information provided by the end-user. The selection of make and model may be based on life cycle cost. At this point Procurement Services adds the cost of 100,000 km worth of fuel based on the Transport Canada numbers to the quote for various vehicles to assist the requester in the final selection of make and model.

Recommended Vehicle to be Purchased by Procurement Services:

Make: ____________________________
Model: ____________________________
Model Year: ________________________
Options: ____________________________

Vehicle Lowest Quote: _____________ $
100,000 Kms in Gas: _____________ $
Purchase Total Price: _____________ $

10: Concurrence and acceptance of the vehicle recommendation by Vehicle Coordinator/Primary Operator

Signature: ____________________________ Title ____________________________ Date ____________

11: Authorization to Purchase: Signature of Dean/Director ____________________________ Date: ____________

12: Authorization to Purchase: Signature of Director Sustainability Office ____________________________ Date: ____________

13: Authorization to Purchase: Signature of V.P. Finance ____________________________ Date: ____________