

# FLEET SERVICES

## ELECTRIC/GAS UTILITY VEHICLE (EGUV) PURCHASE REQUEST FORM

### Instructions

This form is required for EGUV purchases for use on the main campus of Virginia Tech in Blacksburg, VA. Excluded are the golf course, university farms and agricultural experiment stations. A valid business use must be demonstrated prior to the acquisition of this type of vehicle. If you are not sure of the correct organization name or number, please contact your fiscal area for assistance.

**Contact Manager of Fleet Services for assistance at 540-231-0248.**

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Organization Number: \_\_\_\_\_

Banner Fund Number (For License Plates, Fuel, and Maintenance): \_\_\_\_\_

Type of EGUV Requested: \_\_\_\_\_

Area of Operation: \_\_\_\_\_

Justification for Purchase of EGUV: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and understand University Policy 5501; Electric/gas utility-type vehicles

Authorized Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Manager of Fleet Services: \_\_\_\_\_ Date: \_\_\_\_\_

