

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 540-231-9927.

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

Authorized Signature: _____

Email: _____ Date: _____

OFFICE USE ONLY

Approved: Disapproved:

Manager of Fleet Services: _____ Date: _____

