

MICHIGAN STATE
UNIVERSITY

REQUEST FOR LONG-TERM LEASE OR OWNERSHIP OF A UNIVERSITY VEHICLE

OWNERSHIP

Requisitions for vehicles approved for department ownership will be processed through the Purchasing Department. All expenses associated with purchase and operation will be borne by the department owning the vehicle.

LONG-TERM LEASE

Vehicles approved for a lease are owned by the Motor Pool. Assignment of a vehicle obligates the user to operate in accordance with applicable rules and regulations printed in the University Travel Regulations section 70 and in Licensed Motor Vehicle Policy section 245.

Indicate the number, body style, or type of vehicle(s) preferred:

Estimated mileage per month: _____

TYPE OF REQUEST:

- Department Owned
- Leased from Motor Pool

Number of Vehicles Now Owned: _____

Number of Vehicles Now Leased: _____

Required from: _____ to _____

(Leases must be renewed when driver, vehicle class, or term of lease changes.)

Purpose for which vehicle(s) will be used (be specific about location and type of use):

DRIVER

DATE

TELEPHONE

DEPARTMENT

ACCOUNT #

DEPARTMENT HEAD SIGNATURE

DEAN or ADMIN. HEAD SIGNATURE

EXEC. OFFICER-V.P. or PROVOST SIGNATURE

FOR TRANSPORTATION SERVICES ONLY

Motor Pool Leased Vehicles

Vehicle ID# _____ From Date: ____/____/____ To Date: ____/____/____

Vehicle ID# _____ From Date: ____/____/____ To Date: ____/____/____

Vehicle ID# _____ From Date: ____/____/____ To Date: ____/____/____

Vehicle ID# _____ From Date: ____/____/____ To Date: ____/____/____

Vehicle ID# _____ From Date: ____/____/____ To Date: ____/____/____

Referred to Purchasing for purchase of department owned vehicle

Request disapproved and returned to department

WHITE & CANARY: Transportation Services
PINK: Department