

**POLICY EXCEPTION REQUEST FORM**  
**VEHICLE PURCHASE LIST**

Manual of Business Procedures – Vehicle and Transportation Services  
Section 245 | I. Licensed Motor Vehicle Policy | C: Ownership

EXECPTION REQUEST

**I. POLICY STATEMENT:**

Transportation Services publishes an approved vehicle list by category on an annual basis. All university-owned vehicles being purchased must be selected from this list. If the department requires a vehicle purchase that is not on the list, they must submit justification and obtain approval from the Dean or Head of their department.

Please be aware that prices are subject to change. Transportation Services will provide a final quote after confirming with the dealership.

**II. REQUESTOR:**

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

\_\_\_\_\_  
Phone:

\_\_\_\_\_  
Department Name:

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

**III. JUSTIFICATION:**

Identify all significant business reasons that justify this request:

- ☐ Emergency Preparedness Vehicle
- ☐ Service Maintenance Vehicle
- ☐ Geographical Location
- ☐ Donor Stipulation
- ☐ Towing Capacity
- ☐ Other

\*If other was checked, please explain:

**IV. SIGNATURES:**

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Requestor Signature:

Date:

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Dean, Director, or Head of the Department Signature:

Date:

STOP HERE

Submit the completed form to Transportation Services via email at [motorpool@ipf.msu.edu](mailto:motorpool@ipf.msu.edu) If you have any questions regarding the form, please call 517-353-5280 for assistance.

**V. APPROVAL/DENIAL**

TRANSPORTATION SERVICES OFFICE

☐ RECOMMEND

☐ NOT RECOMMEND

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Reviewed by:

Date:

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Transportation Services Manager Signature:

Date:

EVPA OFFICE

☐ APPROVED

☐ DENIED

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Reviewed by:

Date:

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EVPA Signature:

Date:

NOTIFICATION OF DECISION

**VI. REQUESTOR NOTIFICATION**

The requestor will be notified of the final decision via email from the Transportation Services Manager.

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Date Notified: