



REQUEST FOR APPROVAL OF MOTOR VEHICLE, GOLF CART, SMALL ELECTRIC
MOTORIZED VEHICLE, TRAILER, ATV, WATER CRAFT AND AIRCRAFT

This form is required for any purchase/lease or transfer from another agency of a motor vehicle, golf cart, small electric motorized vehicles, trailer, ATV, watercraft or aircraft rental. Vehicle purchases must comply with the U.S. Department of Energy's (DOE) Alternative Fuel Transportation Program at:

<http://www1.eere.energy.gov/vehiclesandfuels/epact/faqs.html>

PLEASE COMPLETE THE FIELDS BELOW. ALL FIELDS ARE REQUIRED.

Date: _____ Department Name /Project# _____

Requestor: _____

Description of Item: Year: _____ Make: _____ Model: _____

Cost: _____ Color: _____ Type (sedan, truck, etc.): _____

Check fuel(s) used in vehicle: _____ Gas _____ Diesel _____ E-85 or other alternate fuel

Gross Vehicle Weight Rating (GVWR): _____ Light Duty Vehicle (LDV): Y or N

Check if alternative vehicle: Biodiesel _____ Electric plug-in _____ Hybrid _____

Small Electric Motorized Vehicles: Model # _____

Justification of need: _____

Location of secured parking: _____

Name of the individual assigned the item (if any): _____

Description of replaced item (if applicable):

Year: _____ Make: _____ Model: _____ Present Value: _____

Type (body/style): _____ Mileage: _____

Traded/Sold/Transferred/Donated (Explain): _____

UCF Decal: _____ ID Number: _____ State Tag: _____

Justification to purchase a non-alternate fuel vehicle (if applicable): _____

Name: _____ Signature: _____ Date: _____

Department Head Approval (Director, Dean, etc.)

Name: _____ Signature: _____ Date: _____

Environmental Health and Safety

(Director or Designee)

APPROVED/DISAPPROVED: _____

WILLIAM F. MERCK II

Vice President for Administration and Finance and CFO