



Request to Add / Delete University Owned or Leased Vehicle

Prior to obtaining a new or leased vehicle, this form must be completed so the proper insurance documents can be obtained prior to delivery. Incomplete forms regrettably cannot be processed.

CHECK ONE:	<input type="checkbox"/> Add Leased Vehicle Date of Change: dd/mm/yyyy <input type="checkbox"/> Add Purchased Vehicle <input type="checkbox"/> Delete Leased/Purchased Vehicle
VENDOR or LESSOR	Lessor's Name: Dealer's Name: Telephone: Contact:
TERM OF LEASE	Term of Lease: Start Date: Termination Date:
VEHICLE	Vehicle Make: Model: Year Dollar Value: Serial #:
APPROVAL	Method of payment: Date: Department: Department Approval: Date: Requested By: Extension: Completed By: Extension:

SUBMIT DOCUMENTATION TO THE RISK MANAGEMENT AND PURCHASING SERVICES DEPARTMENT