Risk Management and Purchasing Services
935 Ramsey Lake Road
SUDBURY, ON P3E 2C6
(705) 675-1151 ext. 1532
Fax (705) 675-4820

Short Term Lease – Over 30 days to 12 months
Request to Add/Delete Vehicle

New Drivers need to be approved by Risk Management and Purchasing Services before they can drive a vehicle. See "Request to Add/Delete Driver" form. Incomplete forms regrettably cannot be processed.

CHECK ONE:	☐ Add Leased Vehicle ☐ Add Purchased Vehicle ☐ Delete Leased/Purchased Vehicle	Length of Lease: Date of Change:

LESSOR	**Leasing Name:** **Company Name:** **Telephone:** **Contact:**
TERM	**Term of Lease:** **Start Date:** **Termination Date:**
VEHICLE	**Vehicle Make:** **Model:** **Year** **Serial #:** **Dollar Value:**
APPROVAL	**Method of payment:** **Date:** **Department:** **Department Approval:** **Date:** **Requested By:** **Extension:** **Completed By:** **Extension:**
DRIVER(S)	**If a driver is assigned to this vehicle please complete the "Add Driver for Vehicle Rentals More Than 30 Days" form**
INSURANCE	☐ **I agree to pay the cost of the rental firms CDW coverage** ☐ **I agree to the University's coverage subject to a $2,500.00 deductible.**

N.B. **Please be advised that all ACCIDENTS or DAMAGES to rented vehicles must be reported to Risk Management and Purchasing Services within 24 HOURS. The insurance policy maintained by the university has a DEDUCTIBLE OF $2,500.00 for which your RESEARCH BUDGET is responsible to pay.**

SUBMIT DOCUMENTATION TO THE RISK MANAGEMENT AND PURCHASING SERVICES DEPARTMENT