University of Minnesota - New Vehicle Order Form

In order to request a new leased or purchased vehicle for a University department or business unit, this form must be completed and either emailed to fleet@umn.edu or faxed to (612) 624-5587. Once this form has been submitted, a representative from Fleet and Transit Services will contact the requestor within 3 business days to discuss the request in more detail. *Questions marked with an asterisk (*) require a complete response.*

*What department or business unit is requesting the vehicle? ________________________________________________________

*Will the vehicle be leased or purchased?  
☐ Leased  ☐ Purchased  ☐ Uncertain, provide info

*Desired type of vehicle:

☐ COMPACT CAR  ☐ MID-SIZE CAR  ☐ FULL-SIZE CAR  ☐ MINI UTILITY VEHICLE  ☐ MINIVAN  ☐ SUV  
☐ PICKUP TRUCK  ☐ PICKUP TRUCK (CONT.)  ☐ CARGO VAN

☐ REGULAR CAB  ☐ SUPER CAB  ☐ CREW CAB  ☐ 4X4  ☐ 1/2 TON  ☐ 3/4 TON  ☐ 1 TON  ☐ MINI CARGO  ☐ 1/2 TON CARGO  ☐ 3/4 TON CARGO  ☐ 1 TON CARGO

☐ STAKE BED TRUCK  ☐ OTHER (PLEASE SPECIFY)___________

*If this vehicle will replace an existing vehicle, please enter the Vehicle ID: ____________________________________________

*Briefly describe the purpose of trips made with this vehicle: _________________________________________________________

_________________________________________________________________________________________________

Briefly describe any add-on equipment the vehicle may require (e.g., hitch, shelving, lighting, etc.):

_________________________________________________________________________________________________

*EFS string for vehicle acquisition (Please verify with your department accountant or PI):

Fund: ___________________________ Dept. ID: __________________________ Program: ______________________

Other (e.g., Project, CF1, CF2, EmplID, etc.): ___________________________________________________________

_________________________________________________________________________________________________

*Requestor Name: ______________________________________________________________________________________

*Requestor Email: _____________________________________ *Requestor Phone: _________________________________

*Requestor Signature: __________________________________________ *Date: _________________________________

*Dept. Head or PI (Principal Investigator) Name: ____________________________________________________________

*Dept. Head or PI Email: __________________________ *Dept. Head or PI Phone: _________________________________

*Dept. Head or PI Authorized Signature*: ________________ *Date: _______________________________

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1 Both the requestor signature and the Department Head or PI signature must be on this form before U of M Fleet and Transit Services will research available vehicles. After Fleet and Transit Services provides vehicle specifications back to the requestor, the Department Head or PI must sign another form to authorize the actual vehicle purchase or lease.