

Utah State University New Vehicle Worksheet



Policy Statement: Due to restrictions imposed by the State of Utah Fleet Management Department, two major conditions govern the addition of newly-purchased or leased vehicles. The size of the fleet cannot be increased; therefore, before a leased, new or used vehicle is added to USU's fleet, the requesting department must first identify and declare surplus an existing vehicle.

General Information

Date Submitted: _____ Department: _____
Contact Person: _____
Email: _____ Phone: _____ Cell Phone: _____

Surplus Information

Vehicle Being Replaced: _____ Year: _____ Make: _____ Model: _____
License #: _____ Inventory #: _____
VIN #: _____
Surplus Disposal Record #: _____ (please attach)
Federal Vehicle (check if obtained through Federal Excess Property Program)

Purchase Information

Vehicle Being Purchased: New Used
Year: _____ Type: _____ PO#: _____
Cost: _____ Banner Index # for Gas Card: _____
PCN# for Maintenance: _____ Expires: _____

New Vehicle Information

USU Vehicle #: _____ Car #: _____ Date Entered: _____
Year: _____ Make: _____ Model: _____ Color: _____
Inventory #: _____ VIN #: _____
Mileage: _____ Primary Operator: _____
Dept #: _____ Insp. Due: _____ Fuel: _____
Lic. Plate #: _____ Marked Unmarked MPG: Hi _____ Lo _____
Additional Operators: _____