



FLEET SERVICES

Vehicle Order Request Form

Scan and e-mail to: jdavenport@ucmerced.edu or fax to Jason Davenport at 228-4731

UC Merced Ordering Criteria

UC Merced Fleet Services is committed to ordering vehicles based on the following criteria:
Sustainability and environmental impact, expected cost of ownership, safety and reliability, local and consumer oriented vendor, right size for usage, miles per gallon, warranty, expected resale value, flex or alternative fuel availability, and price.

Department Name _____

☐ Replacement Vehicle (start at Section 1)

☐ New Vehicle Request (skip to Section 2)

1. Existing Vehicle Information

Vehicle # _____ Year/Make/Model _____

Current Odometer Reading _____ Date _____

Vehicle Assigned to _____ Department _____

2. Requested Vehicle Information

☐ Golf Cart ☐ Utility Vehicle ☐ Sedan ☐ SUV ☐ Small Van
☐ Regular Van ☐ Small Pick-up Truck ☐ Medium Duty Truck

☐ Other _____

3. Alternative Fuel Type Requested

☐ CNG ☐ Battery ☐ Hybrid ☐ Flex-fuel ☐ Bio-diesel
☐ Diesel ☐ Propane ☐ Solar ☐ Gasoline

☐ Other _____

4. Budget and Payment

☐ One Payment Amount Budgeted \$ _____

☐ Monthly Payment Amount Budgeted \$ _____

Preference: ☐ Loan ☐ Lease ☐ One Payment ☐ Undecided

5. Additional Information

Why do you need a new/replacement vehicle: _____

What specifications are you looking for (4WD, passenger seating, MPG, etc): _____

Accessories/Add-ons needed (hitch, lift gate, bed liner, roof rack, etc): _____

General Comments/Why specific make/model: _____

Requested by: _____ Dept. Manager: _____

6. For Fleet Services/Purchasing Use Only

Fleet Approved by: _____ Requisition #: _____

Purchase Approved by: _____ Date: _____