

Vehicle Order Request Form

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.

The deadline for fiscal year end fleet purchase requests is April 1.

Cart Purchases:

Prior to the purchase of a cart, the requestor must coordinate, through Facilities Management, a location deemed appropriate for overnight parking. The requestor will also be required to pay for the electrical charging station, as well as, any additional electrical charges or upgrades. Due to congestion challenges, carts will likely be required to park in a remote location, rather than directly at your point of use.

1. Requester Information:

Department: _____

Name: _____

UC Merced Email: _____

Phone Number: _____

Purchase Approval Signature: _____ Date: _____

2. Vehicle Order Details:

Vehicle Type:

Utility Vehicle Sedan SUV Cargo Van Passenger Van

Pick-up Truck Box Truck Trailer Vessel Golf Cart

Other: _____

Do you have a charging station installed or a parking location?

Yes: Charging & Parking Location (**Required**): _____

No: Installation Date (**Required**): _____

Building Manager Information:

Name: _____

Email: _____

Phone Number: _____

Specifications [Provide as much detail as possible]:

Fuel Type:

CNG Battery Hybrid Flex-fuel Bio-diesel Diesel
 Propane Solar Gasoline Other: _____

Accessories / Add-ons:

Hitch Lift Gate Bed Liner Roof Rack Other: _____

1. Business Purpose/Justification:

Why do you need this vehicle?

2. Payment & Fees:

- a. All vehicle purchases will be recharged as one lump sum payment
- b. All fleet vehicles will be charged a [monthly administrative fee](#) for the life of the vehicle. The fuel, maintenance, and repair cost should be considered as on-going expenditures for vehicle purchases.

Amount Budgeted: _____

Do you have a quote? Yes No [Please submit quote with this form]

COA #1							
Entity (4)	Fund (5)	Fin HR Unit (7)	Account (6)	Function (2)	Program (3)	Project	Physical Location (3)

COA#1: Percent or Amount Applied: _____ Is This COA Contract or Grant Funded? Yes No

COA #2 - Optional							
Entity (4)	Fund (5)	Fin HR Unit (7)	Account (6)	Function (2)	Program (3)	Project	Physical Location (3)

COA #2: Percent or Amount Applied: _____ Is This COA Contract or Grant Funded? Yes No

3. Department Review & Approvals:

MSO Information:

Name: _____

UC Merced Email: _____ Phone Number: _____

Purchase Approval Signature: _____ Date: _____

Budget Owner Information:

Name: _____

UC Merced Email: _____ Phone Number: _____

Purchase Approval Signature: _____ Date: _____

Department Research Administrator Information: [FOR CONTRACT OR GRANT FUNDS ONLY]

Name: _____

UC Merced Email: _____ Phone Number: _____

Purchase Approval Signature: _____ Date: _____

4. Fleet Services & Purchasing Review & Approvals:

Fleet Services Information:

Name: _____

UC Merced Email: _____ Phone Number: _____

Purchase Approval Signature: _____ Date: _____

Procurement Information:

Name: _____

UC Merced Email: _____ Phone Number: _____

Purchase Approval Signature: _____ Date: _____

Order Information:

Service Now Request Number: _____ Date: _____

Requisition Number: _____ Date: _____

Purchase Order Number: _____ Date: _____