

**REQUESTOR INFORMATION**

Dept. / School / Org. / Program		SpeedChart / Grant
<input type="text"/>		<input type="text"/>
Name	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Request must be in accordance to POLICY PUR 305-09 Rev. 09/15/23 prioritizing electric vehicle purchases and requiring policy exception and the approval of CFO if not electric. This policy supports NAUs Climate Action and Smart and Sustainable Campus Master Plans. If cost is an impediment to electric vehicle purchase, note that the university is eligible to receive federal EV tax credits and the Green Fund may provide supplemental funding.**

**\*If requesting policy exceptions:** Please include intended use, approximate distances needing to travel, known charging available along route, and indicate what EV options were reviewed to meet requirement and consideration of EV tax credits and green fund supplemental funding.

**TO BE PURCHASED**

Tag # (Fleet assigned)	Year / Make / Model	Justification: Service Level increase -OR- Replacing Veh #
<input type="text"/>	<input type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

**Attach Quotes or Reference Cooperative/ State contract**

**Additional comments**

**AUTHORIZATION**

<b>CFO (*required for non electric vehicle exemption request)</b>	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Budget Manager Name</b>	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Chair / Director Name</b>	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Provost / VP Name</b>	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**FLEET USE ONLY**

<b>University Transportation Services representative</b>	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>