

Utah State University Acquired Vehicle Worksheet



The Utah State Legislature, enforced by the State of Utah Fleet Division, the following criteria will be followed when purchasing or replacing a University vehicle: 1) The size of USU's Fleet cannot be increased without special legislative approval; therefore, before a leased, new or used vehicle is added to the fleet, the requesting department must first identify and declare surplus on an existing vehicle. 2) No passenger vans larger than a minivan are allowed. 3) Appropriate and readily available safety equipment shall be included with each vehicle. 4) All vehicle purchases will be reviewed for right-size (smallest and most efficient) vehicle application along with safety features.

General Information

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

Purchase Information (to be filled out by purchasing department)

Vehicle Being Purchased: New Used
Year: _____ Type: _____ PO#: _____
Cost: _____ Banner Index # for Gas Card and Repairs: _____

Right-Size Justification:

HB110 requires all state vehicles to be the smallest size and most fuel efficient possible. Hybrid and alternative fuel vehicles are preferred whenever possible. Please justify any vehicle purchase that is not a small sedan, pickup or hybrid type and why it is necessary to purchase this vehicle:

Primary Operator's Signature: _____ Date: _____
Dean/Dept. Head's Signature: _____ Date: _____

Surplus Vehicle information

Vehicle Being Replaced: Year: _____ Make: _____ Model: _____
License #: _____ Inventory #: _____
Surplus Disposal Record #: _____
Federal Surplus Vehicle? Yes No (Contact Federal Surplus Contact if Unsure)

(To be filled out by Utah State University Fleet Services)

USU Vehicle #: _____ Date Entered: _____
Year: _____ Make: _____ Model: _____ Color: _____
Inventory #: _____ VIN: _____
Mileage: _____ Primary Operator: _____
Inspection Due: _____ Fuel Type(s): _____
License Plate #: _____ MPG: Hi _____ Lo _____
Additional Operators: _____

