

REQUEST FOR APPROVAL TO PURCHASE OR LEASE A MOTOR VEHICLE

Parking and Transportation Services
1108 West Broad Street
Richmond, VA 23284
(804) 828-5154

Date: _____ Check one: Purchase _____ Lease _____

Requestor's Name: _____

Requestor's Department: _____

PO Box: _____ Telephone: _____

Fax: _____ E-mail: _____

Requisition#: _____

Type of Motor Vehicle: _____

Justification for New Purchase/Lease: _____

Proposed Use: _____

If this vehicle is a replacement vehicle, please explain manner of disposal: _____

Mileage: _____

Condition of Vehicle: _____

Purchase/Lease Information:

Anticipated Cost: _____ Lease period: _____ months/years

Anticipated Annual Mileage: _____

Maximum Annual Mileage (leased vehicles): _____

Cost in Excess of Allowed Annual Mileage (leased vehicles): _____

In order to comply with the Energy Policy Act of 1992, all vehicles acquired by the university must be capable of using alternative fuels. (For more information about this requirement, go to: <http://www.eere.energy.gov/vehiclesandfuels/epact/>.) Currently, automobile manufacturers offer light-duty vehicles capable of operating on compressed natural gas (CNG), propane (LPG), electricity, E85 (a blend of 85% ethanol and 15% gasoline), and bio diesel. Check your alternative fuel option below.

CNG LPG Electricity ethanol (E85) bio diesel (B20)

Virginia's Executive Order 48 (Energy Efficiency in State Government) and the Department of General Services supports the Energy Policy Act and requires the purchase of bio diesel and ethanol fuel for its flex-fuel vehicles, except when use of bio diesel will void warranties or incur unreasonable additional costs to the agencies.

The Department of General Services provides E85 and B20 fuel at the fueling station located at 2400 W. Leigh Street. VCU leased or owned alternative fuel vehicles (AFV) **must** utilize flex-fuel from this location. If you are traveling outside the Richmond area, you shall use E85 and B20 fuel sites to the maximum extent reasonably possible.

If you will not be purchasing an AFV, please attach documentation to explain why you will not be able to purchase an AFV. For assistance in locating a dealership that sells AFVs, go to: <http://www.eere.energy.gov/cleancities/vbg/consumers/>. If you have any questions regarding alternative fuel usage or AFV requirements, please contact Katherine Mottley at kamottle@vcu.edu or 828-5154.

Fund Source: _____

Expected Possession Date: _____

Explain why a Department of General Services Centralized Fleet Vehicle will not serve your needs: _____

Where do you propose to park this vehicle: _____

If you require this vehicle for commuting, please detail one-way mileage between employee's home and office, address of overnight parking, agency's office address where employee is assigned, and the need for this vehicle for commuting purposes: _____

Requestor's Signature/Date: _____

I certify that this information is true and accurate to the best of my knowledge.

Department Head Signature/Date: _____

I certify that this information is true and accurate to the best of my knowledge.

