COLORADO MESA UNIVERSITY

GOLF CART REQUEST FORM

This form is to be used to request permission for the acquisition and/or use of golf carts by faculty and staff. This form must be filled out and signed by the Cost Center Manager and respective Vice President. **Colorado Mesa University Purchasing department will not process any purchase requests without this form attached to your purchase order.**

DATE OF REQUEST:_____

NAME:_____

TITLE:_____

DEPARTMENT:_____

EMAIL:_____

VEHICLE INFORMATION

Year:	Make:
Model:	Price:

PURPOSE OF VEHICLE:

Use this section to justify why a golf cart is needed for your department and the expected utilization for the vehicle. **Cart's will only be approved for Departments demonstrating a valid business need.**

_____

_____

_____

IS THIS VEHICLE CURRENTLY REGISTERED WITH CMU:

☐ Replacement **IF CHECKED YES:** Identification of cart being replaced:_____

☐ New Vehicle All Golf carts will be assigned an identification number that must be secured to the vehicle and unobstructed before it can be driven on campus.

All operators of golf carts on campus must pass CMU cart training. Individuals operating golf carts on CMU campus must also have a MVR report (Motor Vehicle Record) completed before they are cleared to drive on campus. Contact Purchasing@coloradomesa.edu with the name and email of the operator to initiate an MVR.

PROPOSED SOURCE OF FUNDING:_____

SOURCE OF MAINTENANCE FUNDS:_____

REQUESTOR:_____ **SIGNATURE:**_____

APPROVALS

☐ Approved ☐ Denied ☐ Approved ☐ Denied

Cost Center Manager Date Vice President Date