



Fleet Services

Department 3261
1000 E. University Ave.
Corner of 14th & Lewis
Laramie, WY 82071
Phone: (307) 766-3229
Email: fleet@uwyo.edu

Fleet Services Vehicle/ATV/Trailer Approval Form

Please read items below before completing application

1. Your appointing authority with Full Authority Level will receive notice of the application for all requests. If you do not know the name of your appointing authority please refer to appointing [authority chart](#) from Human Resources.
2. Additional fees may apply to the vehicle purchase and will be charged by Fleet Services (6-3573) at the time of vehicle check-in. These fees include charges for the vehicle's title, license plates, FuelMaster Aim 2.4 system.
3. RSO's – If the Vehicle/Trailer is for a Recognized Student Organization (RSO), this form should not be submitted as the RSO is responsible for the purchase of the Unit as well as the sales tax, license plate (non-UW plate), insurance, and all other required items related to the ownership of the Unit. If the RSO is connected to a UW department that is purchasing the Unit and allowing the RSO to use it, an agreement needs to be completed between the two entities. Please contact the Office of General Counsel at 6-4997 for further information and submit this form using the department's name as Requestor and note pertinent information in the Additional Comments Section.
4. Per UW Official Vehicle Policy all drivers must meet all qualification requirements set forth in the Official Policy. Please see the [UW Official Vehicle Use Policy](#) for important information governing the use of University vehicles.
5. Please save a copy of the completed form for your records. Press submit or email completed form to fleet@uwyo.edu.

Fleet Services Multiple Vehicle/ATV/Trailer Approval Form

Please complete the form and click on the submit button to send your information.

Date:	Name of Requestor:	Requestor's Title:
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Dept/Unit:	College/Division:
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Email:	Phone Number:
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Full Appointing Authority's Name:

Cost Center Approver Name:	Cost Center Phone Number:
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VEHICLE 1

Funding Project/Grant:	Funding Fund/Org:	Est. expense (enter \$'s):
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Is the vehicle going to reside outside of the State of Wyoming for more than 90 days? Yes Please list location _____ No

Who will drive the vehicle? UW employee (faculty/staff) UW Student Other Please explain other: _____

Is this request for a Recognized Student Organization (RSO)? Yes, please see cover page No

Is this an addition to your department's fleet inventory? Yes No

Type of Unit: (please check one) : Vehicle ATV Trailer

Purchased Unit Preference: New Used

Current Unit is being (complete if applicable): Traded-in Salvaged Surplused

Current Unit year:	Current Unit Plate:
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Current Unit make and model:	Current Vehicle Odometer Reading:
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If purchasing a trailer, does the department have a vehicle equipped to tow this trailer? Yes No

Reason for Purchase/Intended Use:

Type of Unit Desired: Cargo Van Minivan Sedan SUV Truck ATV Trailer Bus

Frequency of use:	Special equipment needed:
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Additional comments: