



Department 3261
1000 E. University Ave.
2102 S. 15th St.
Laramie, WY 82071
Phone: (307) 766-3573

Fleet Services

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 sfletche@uwyo.edu & paul.kunkel@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:
Dept/Unit:	College/Division:	
Email:	Phone Number:	
Full Appointing Authority's Name:		
Cost Center Approver Name:		Cost Center Phone Number:
VEHICLE 1		
Funding Project/Grant:	Funding Fund/Org:	Est. expense (enter \$'s):
Is the vehicle going to reside outside of the State of Wyoming for more than 90 days? Yes <input type="checkbox"/> Please list location_____ No <input type="checkbox"/>		
Who will drive the vehicle? UW employee (faculty/staff) <input type="checkbox"/> UW Student <input type="checkbox"/> Other <input type="checkbox"/> Please explain other: _____		
Is this request for a Recognized Student Organization (RSO)? Yes, please see cover page <input type="checkbox"/> No <input type="checkbox"/>		
Is this an addition to your department's fleet inventory? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Type of Unit: (please check one) : Vehicle <input type="checkbox"/> ATV <input type="checkbox"/> Trailer <input type="checkbox"/>		
Purchased Unit Preference: New <input type="checkbox"/> Used <input type="checkbox"/>		
Current Unit is being (complete if applicable): Traded-in <input type="checkbox"/> Salvaged <input type="checkbox"/> Surplused <input type="checkbox"/>		
Current Unit year:	Current Unit Plate:	
Current Unit make and model:	Current Vehicle Odometer Reading:	
If purchasing a trailer, does the department have a vehicle equipped to tow this trailer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason for Purchase/Intended Use:		
Type of Unit Desired: Cargo Van <input type="checkbox"/> Minivan <input type="checkbox"/> Sedan <input type="checkbox"/> SUV <input type="checkbox"/> Truck <input type="checkbox"/> ATV <input type="checkbox"/> Trailer <input type="checkbox"/> Bus <input type="checkbox"/>		
Frequency of use:	Special equipment needed:	
Additional comments:		

For Office Use Only:

Approver Signature:

Date: