



# VCU Parking and Transportation

## VEHICLE REQUEST FORM

Submit requests to:

Craig Willingham, Fleet Manager  
 Parking and Transportation  
 1108 West Broad Street, P.O. Box 843002, Richmond, VA 23284-3002  
 rcwillingham@vcu.edu  
 (804) 828-6585 (804) 828-8549 [fax]

Date		Department	
Requestor's Name (Department Liaison)		Address	
Telephone		E-mail	

Number of unit(s) requested		New or Used?	
Addition or Replacement?		Lease or Purchase?	
Desired Make		Type of Motor Vehicle	
Desired Model		Anticipated Annual Mileage	
Desired Color* (white is standard)		Funding Source (e.g. Department Budget Index)	
Is vehicle on State Contract? (if yes, provide documents)		Projected Vehicle Cost/each (provide quote or breakdown)	
4WD Needed?		Attachments needed? (e.g. plow, etc.)	
Will this vehicle be branded? (VCU decals is standard)*		Need back-up alarm on vehicle? (FMD vehicles required)	
Proposed Use			

If this request is for a **vehicle replacement**:

License plate # of vehicle to be replaced		Current mileage	
Current vehicle condition (e.g. excellent, good, fair, poor)		Recommended by Fleet Management to be replaced?	
Current Vehicle Application			

If this request is for a **fleet addition** (not replacing a current vehicle):

Justification for New Purchase/Lease	
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By submission of this request, and if approved, it is understood by the requesting department that:

- All requested vehicles should be white and branded, unless approved by exception (\*) from VP of Administration. Preference is to order vehicles from State Contract when possible. Vehicles must be ordered as approved. Time from approval to delivery may take (3) months or more. All vehicle deliveries and associated paperwork, including purchase order and invoice copies, must go to Fleet Maintenance Shop, 909 Oliver Hill Way, Richmond, for vehicle in-service processing. Coordinate with Fleet Management on any changes.
- Upon delivery, Fleet Management will obtain the title, license plates, parking permit, car wash card (if applicable), and fuel card (if applicable), direct Fleet Maintenance to provide any needed make-ready work (e.g. branding, etc.), send title to Fixed Assets, and notify Risk Management of vehicle addition or replacement. The requesting department will be the vehicle owner and is responsible for obtaining the purchase order and paying the vendor invoice. Allow 15-30 days after delivery for Fleet Management to complete in-service processing and make-ready work.
- Requesting department agrees to pay all future Fleet Management related expenses to include preventative maintenance and repair, fuel, depreciation, etc. Contact Fleet Maintenance at 828-7490 to schedule all maintenance and repair work.



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To comply with the Energy Policy Act of 1992, vehicles acquired by VCU should be capable of using alternative fuels. Automobile manufacturers offer some light and medium-duty vehicles capable of operating on E85 (ethanol/gasoline blend), compressed natural gas (CNG), liquid propane (LPG), electricity and bio-diesel. For more information, go to <http://www.eere.energy.gov/vehiclesandfuels/epact>.

Check your alternative fuel preference:

Ethanol (E85)		CNG		LP		Electricity		Bio-diesel (B20)	
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Virginia’s Executive Order 48 (Energy Efficiency in State Government) and the Department of General Services (DGS) supports the Energy Policy Act and encourages the use of bio diesel and ethanol fuel for its flex-fuel vehicles, except when usage may void warranties or incur additional costs to the agencies. DGS provides E85 and LP at their fuel site located at **2400 W. Leigh Street, Richmond VA**. VCU leased or owned alternative fueled vehicles (AFV) should utilize fuel from this location. If traveling outside the Richmond area, alternative fuel sites should be used when feasible. To locate AFV fuel sites, go to <http://www.vacleancities.org/station-locator>. If an AFV is not to be considered for purchase, please attach supporting documentation explaining why. Fleet Management reserves the right to determine whether an AFV is more cost effective to better service VCU and the needs of the requesting department. If you have any questions regarding alternative fuel requirements, please contact Craig Willingham at [rcwillingham@vcu.edu](mailto:rcwillingham@vcu.edu) or (804) 828-6585.

Parking (all VCU fleet vehicles, except for tow-behind trailers, require a parking permit):

Preferred Parking Location	
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If this vehicle is to be considered as a take-home vehicle, please provide the following:

Overnight parking address	
Agency’s office address for employee	
Mileage between office and overnight parking	
Commuting purpose for this vehicle	

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

\_\_\_\_\_  
(Requesting) Department Liaison’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Requesting) Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clayton Harrington, Director, Parking & Transportation

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Venuti, Chief of Police

\_\_\_\_\_  
Date

\_\_\_\_\_  
Meredith Weiss, Vice President of Administration

\_\_\_\_\_  
Date

Check all that apply:

Fleet Addition

Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>
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Vehicle Exceptions (color, branding)

Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>
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Vehicle Replacement

Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>
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Commuting Option

Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>
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# VCU Parking and Transportation

## VEHICLE REQUEST FORM

### Routing Sheet

*To be completed by Fleet Management*

Department	
Number of Unit(s)	
Make	
Model	

Date request received by Fleet Management		Initial	
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Date request received by Director, P&T		Initial	
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Date request received by Chief of Police		Initial	
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Date request received by VP, Administration		Initial	
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Date request returned to Fleet Management		Initial	
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Date requesting department advised		Initial		Method	
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