

WESTERN SYDNEY
UNIVERSITY



UNIVERSITY VEHICLE PURCHASE REQUISITION – PRIVATE/BUSINESS USE VEHICLE FORM

1. REQUISITIONING CENTRE (OR HUMAN RESOURCES FOR NEW APPOINTMENT) TO COMPLETE

Requisitioning centre details

Centre Name:

Centre/Project Code:

Staff member with private use access rights

Name:

Private address:

Campus location:

Mobile phone number:

Position:

Lease Term (years): 1 2 3

Drivers licence number:

Kilometres travelled per year:

Disposal vehicle details

Registration No:

Make/model:

Kilometres:

Year:

New vehicle details

Make/model:

Preferred colour:

Options Requires: (please list)

***Approval for procurement by Delegated Officer:
(for centre to be charged and with delegation for purchase price)***

Name:

Signature:

Title:

Date:

Please send completed form to Les Barrett, Head, Payroll & Remuneration & Superannuation Services
l.barrett@westernsydney.edu.au
Office of Human Resources
Building AE, Werrington North Campus
(02) 9678 7558

HUMAN RESOURCES PROCESS ACTION

Staff member's entitlement to private use access confirmed by:

Name: _____ Title: _____
Signature: _____ Date: _____

2. SEND COMPLETED FORM TO: Procurement, Asset and Equipment
pae@westernsydney.edu.au
Building R1, Hawkesbury Campus
(02) 4570 1487

3. ORDER PLACED

Dealers name: _____ Expected delivery date: _____

4. DELIVERY DETAILS

Delivery date: _____ Registration number: _____

5. VEHICLE ENTERED INTO WESTERN SYDNEY UNIVERSITY SCHEDULE OF VEHICLES

6. HUMAN RESOURCES ADVISED OF CALCULATED SALARY SCARCE VALUES

Action completed:
Procurement, Asset and Equipment Delegate: