

WESTERN SYDNEY
UNIVERSITY



UNIVERSITY VEHICLE PURCHASE REQUISITION – BUSINESS USE VEHICLE FORM

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

Requisitioning centre details

Centre Name: Campus location:
Centre/Project Code: Kilometres travelled per year:
Motor Vehicle Pool Officer: Lease Term (years): 1 2 3
Phone Number:

Disposal vehicle details

Registration No: Make/model:
Kilometres: Year:

Description of vehicle requisitioned

Sedan: Make/model:
Station wagon:

Specialist Vehicle

Make/model: Options required:

Sedans and station wagons are limited to a toe pack and "special" options

APPROVAL FOR PROCUREMENT BY A DELEGATED OFFICER

For the cost centre to be charged the purchase price involved:

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

Procurement, Asset and Equipment Delegate: