



Request to Acquire a University Vehicle

School / Business Unit		Phone	
Full Name of Requestor (i.e. Vehicle Custodian)		Uni ID	
227 Delegate (see Delegations by Budget Unit)		Uni ID	
Primary Email			
Private or Pool Vehicle	<input type="checkbox"/> Private-Use Vehicle	<input type="checkbox"/> Pool / Field Vehicle	
Garaging (see ANU Procedure)	<input type="checkbox"/> Home Garaging	<input type="checkbox"/> ANU Garaging	
GLC / Charge Code *		Finance**	<input type="checkbox"/> Lease <input type="checkbox"/> Own
Contract Term (Months) #		(Km) #	
Purpose (describe use-case)			
<p>* Vehicle Price, Services, Maintenance and Fuel card costs will be allocated to this ledger. ** Lease mandatory, contact contracts.office@anu.edu.au for exemption request to own outright. # Please provide an estimate of the full life (months) and kilometres (Km) intended use. ^ University preference is for environmentally sound options, e.g. EV, Hybrid, LPG, 4 Cylinder, Diesel.</p>			
Delivery Date / Required By			
Type (Ute/Wagon/Sedan/etc)			
Make		Model	
Transmission	<input type="checkbox"/> Automatic <input type="checkbox"/> Manual		
Fuel ^	<input type="checkbox"/> EV <input type="checkbox"/> Hybrid <input type="checkbox"/> ULP/Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> LPG		
Fuel Card(s)	<input type="checkbox"/> AMPOL <input type="checkbox"/> BP <input type="checkbox"/> Shell <i>(multiple cards can be procured per vehicle)</i>		
Toll Pass	<input type="checkbox"/> Toll Pass <i>(recommended only if regular trips >6 tolls/year, ~\$5/month service fee)</i>		
Extras & Additions			

MV Acquisition Requests are to be raised via contracts.office@anu.edu.au