

Vehicle Lease Request

In order to acquire a UTMB vehicle, please complete the following and forward the approved form to Logistics/Fleet Planning & Administration for processing at Route 0905, or fax 78030.

Requesting Department: _____

Vehicle Specifications: _____

Vehicle Use/Need: _____

Approximate Lease Rate: _____
(Contact Fleet Planning at ext. 24834 for estimated lease rate)

Approved By:

Department Director: _____ (signature) _____ (date)

_____ (printed name)

Vice President or Chairman: _____ (signature) _____ (date)

_____ (printed name)