

Southeastern Louisiana University

NON-LICENSED VEHICLE SAFETY POLICY

PURCHASE AUTHORIZATION FORM

This form shall be completed by the department head and attached to each requisition for purchase of non-licensed vehicles.

DEFINITION: A non-licensed vehicle, as used in this policy, is defined as any University owned vehicle, regardless of size or energy source, which is intended for use on University premises only; and is used primarily for the transportation of persons or cargo; and is generally recognizable as a passenger or utility type cart, vehicle, "off-road vehicle", club car or conveyance which is non-licensed.

Name of Individual Initiating Purchase: _____

Department Name: _____

Building: _____ Room: _____

Telephone Number: _____ FAX Number: _____

I have read the University Non-licensed Vehicle Safety Policy and acknowledge that my department is able to comply with all requirements of this Policy.

I acknowledge that all members of my department who shall be granted the privilege to operate non-licensed vehicles on University premises shall be required to comply with the requirements of the Non-licensed Vehicle Safety Policy.

Signed: _____
Department Head

Date: _____

Requisition # _____ Purchase Order # _____

Procurement Specialist: Forward form to Physical Plant Services and Environmental Health & Safety Office.

PHYSICAL PLANT VEHICLE ID: _____

ENVIRONMENTAL HEALTH & SAFETY OFFICE: _____