



VEHICLE PURCHASING & DISPOSAL REQUISITION PF330

PURCHASE

Driver Details

| | | | |
|-------------|--------|-----------------------|----------|
| Custodian | Title: | First Name: | Surname: |
| Department: | | Phone No.: | Fax No.: |
| Email: | | Garaging Information: | |

Vehicle Details

| | | | |
|--|--|--|-------------------|
| Vehicle Make: | | | |
| Model: | | | |
| Vehicle Body Type: <i>Sedan, Wagon, Utility</i> | Drive Type: <i>2WD, 4WD</i> | | No. of Doors: |
| Transmission: <i>Auto, Manual</i> | Fuel Type: <i>Unleaded, Diesel, LPG</i> | | No. Of Cylinders: |
| Exterior Colour: | Trim Colour: | | Trim Type: |

| | | | |
|---|--|--|---|
| Required Accessories | <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Alloy Wheels | <input type="checkbox"/> ABS |
| <input type="checkbox"/> Bonnet Protector | <input type="checkbox"/> Cargo Barrier/Net (Wagon/Utility) | <input type="checkbox"/> Mud Spats | <input type="checkbox"/> Carpet Mats |
| <input type="checkbox"/> Cruise Control | <input type="checkbox"/> Rear Park Assist | <input type="checkbox"/> Driver's Airbag | <input type="checkbox"/> Dual Airbag |
| <input type="checkbox"/> Headlight Protectors | <input type="checkbox"/> Cargo Blind (Wagon) | <input type="checkbox"/> Leather Trim | <input type="checkbox"/> Metallic Paint |
| <input type="checkbox"/> Mud Flaps | <input type="checkbox"/> Tow Bar – Weight () kgs | <input type="checkbox"/> Roof Racks | <input type="checkbox"/> Satellite Navigation |
| <input type="checkbox"/> Sunroof | <input type="checkbox"/> Window Tint Darkest Legal | | |

Additional Accessories:

| | |
|--|--|
| Financial Officer Name Contact Details | |
| UniFi Location Description (example 010001_02A / Forgan Smith L2 Faculty Arts): | |

Purchasing Account

| Operational Unit | Site | Fund Code | Function | Expense Account | Project ID | Free Form Tag |
|------------------|------|-----------|----------|-----------------|------------|---------------|
| | | | | | | |

Place operational account i.e. fuel , servicing, registration costs below:

| Operational Unit | Site | Fund Code | Function | Expense Account | Project ID | Free Form Tag |
|------------------|------|-----------|----------|-----------------|------------|---------------|
| | | | | | | |

Completed and authorised PF330 and copy of procurement plan is to be sent to vehicles@pf.uq.edu.au

| | | |
|---|------------------|-------------|
| _____ | _____ | _____ |
| Name of Authorising Executive Dean | Signature | Date |

DISPOSAL

| | |
|----------|------------|
| Rego No: | Asset I.D: |
|----------|------------|

Proceeds from Sale of Old Vehicle

| Operational Unit | Site | Fund Code | Function | Expense Account | Project ID | Free Form Tag | Account Description |
|------------------|------|-----------|----------|-----------------|------------|---------------|---------------------|
| | | | | 155999 | | | Vehicle Sale |
| | | | | 702660 | | | Fees & Commission |

Old vehicle is to be delivered to the Services Garage. Please contact Transport Officer Technical ph: 336 53317.

| | | |
|--|------------------|-------------|
| _____ | _____ | _____ |
| Name of Authorising Head of School/Division | Signature | Date |