



# Golf Cart Requisition

For College Use Only

Requestor:

Date:

Department:

Email:

Extension:

PO #:

## Section 1 :

Replace existing golf cart

Request to add a golf cart

Please justify:

## Section 2:

Fund	Org	Account	Current Budget	Proposed Budget

## Section 3: Approvals (Please return to Purchasing once all depts. have approved purchase.)

Routing	Recommendation	Initials	Date
Director/Department Chairperson	____ Approve ____ Reject		
Dean	____ Approve ____ Reject		
Vice President Review	____ Approve ____ Reject		
Finance Budget Review	____ Approve ____ Reject		
Facilities Review	____ Approve ____ Reject		

## Section 4: Exceptions to Golf Cart Policy

State  
Exception