



Parking & Transportation  
 4400 University Drive, MS 1J6, Fairfax, Virginia 22030  
 Phone: 703-993-2828; Fax: 703-993-8575

**Application for Purchase of a Motorized Utility Vehicle (MUV) Form  
 (Registration of an existing MUV)**

**Contact Information**

Please complete and submit this form to Parking and Transportation located in Nottoway Annex, mail stop 1J6.

- Application for purchasing a new MUV (Mason Department)
- Application for purchasing a new MUV (Contractor)
- Registration of an existing MUV (Mason Department)

Date: \_\_\_\_\_ Name of Requester: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ MS#: \_\_\_\_\_

The following title best captures the name of my department (this identifier will be printed on the MUV, ex: Parking and Transportation): \_\_\_\_\_

- I agree to pay a \$250 annual fee for the first three MUVs in my department and \$100 for each additional MUV. Please use this org number for the fee: \_\_\_\_\_ (Initial registration covers triangles, reflective tape, and an identifier.)
- I understand that the Auto Shop may deduct up to \$250 for initial inspection and repairs for each MUV. Please use this org number for repairs: \_\_\_\_\_. (The Auto Shop will contact the department to receive authorization for expenses that exceed \$250.)

I authorize the request to purchase the MUV below.

Director of Department: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Motorized Utility Vehicle (MUV) Information**

MUVs are to be used for conducting business purposes only. Use of MUVs for personal convenience, other than for disability related needs, is strictly prohibited. **Valid Business Use is defined as "Transporting personnel/equipment/supplies for the University as well as transporting employees/students with temporary or permanent disability needs."**

Type of MUV (golf cart, etc.): \_\_\_\_\_ Primary Purpose for Use: \_\_\_\_\_

- Exemption request for non-electric MUV. Reason: \_\_\_\_\_

Primary Parking Location: \_\_\_\_\_ Building: \_\_\_\_\_

Model: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Other: \_\_\_\_\_

How many MUVs does your department currently have? \_\_\_\_\_

**Approval - Official Use Only**

- Application approved. Please submit form to Purchasing.
- Application denied: \_\_\_\_\_

Director, Parking and Transportation: Josh Cantor Email: jcantor1@gmu.edu Telephone: 3-1239

\*Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Approval from the Director of Parking and Transportation is required to purchase an MUV.**

**Notes - Parking and Transportation Office ONLY**

- The journal voucher in the amount of \_\_\_\_\_ for registration was submitted on \_\_\_\_\_
- The identifier (plate number) of this MUV is \_\_\_\_\_