## 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 at transpo@gmu.edu or mail stop 1J6.

- O Application for purchasing a new MUV (Mason Department)
  - If this is a replacement for another MUV? Registration number of MUV being replaced: ________________
- O Application for purchasing a new MUV (Contractor)
- O 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): __________________________________________________________________________________________

- O I agree to pay a $250 annual fee for the first three MUV’s in my department and $100 for each additional MUV. Please use this org number for the fee: ______________ (Annual fee goes towards providing golf cart spaces, charging areas, etc.)
- O I understand that the Auto Shop will charge the department for initial registration/inspection and repairs for each MUV (Initial registration covers equipping MUVs to meet safety standards: flashing strobe, reflective tape, and an identifier.) Please use this org number for repairs: ______________.

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: __________________________

- O Exemption request for non-electric MUV. Reason: __________________________

Primary Parking Location: __________________________ Building: __________________________

Model: __________________________ Manufacturer: __________________________ Other: __________________________

How many MUVs does your department currently have? __________________________

### Approval – Parking and Transportation Office ONLY

- O Application approved. **Please attach approved form with the work order submitted to Facilities Auto Shop**

  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

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