### Request for Utility Cart

**Department:** 

**Request authorized by:**

**Funding Source:**

Why is your Department requesting a utility cart?

What is the major use for this utility cart?

How will the utility cart be powered? Gasoline_______ or Electric_______

Who will be driving the utility cart? Faculty and/or staff________

- Student Employee/s__________
- Students____________________
- Contractor employees________
- Other_______________________

**Maintenance:** Is it budgeted for M&O? Yes_______ No________

Where will the utility cart be stored?

Departments need to ensure that the requested utility cart is designed to “perform its assigned function”.

Approved_____ Disapproved_____

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Terry Tatum,  *Executive Vice President, Finance & Administration*  

Date