

TEXAS A&M UNIVERSITY-CORPUS CHRISTI
Utility Cart Purchase Request Form

Revised 11/2018

Date: _____

Department: _____

Requisition Number: _____ Funding Source: _____

Why is your Department requesting a utility vehicle/cart?

How will the utility vehicle/cart be powered? Gasoline ____ Electric ____

Where will the utility vehicle/cart be stored? _____

Who will be driving the utility vehicle/cart?

Faculty/Staff ____ Student Employee/s ____ Contractor Employee/s ____

Utility cart training is required by all operators. Training can be found at <http://safety.tamucc.edu>.

Department certifies the cart will have the equipment below and contained in the quote.

NEW UTILITY CARTS MUST BE EQUIPPED WITH THE FOLLOWING:

Signage/Safety Equipment:

- Rear view mirror.
- Audible alarm signifying the cart is moving in reverse.
- Horn, headlights, break lights, tail lights and turn signals.
- Outside mirrors if utility cart has enclosed cab/or enclosed with cargo box.

Department Head/Designee

Date

After purchase contact Motor Pool for the following:

- Departmental name and assigned identification number.
- Orange Safety Flag on a 5' fiberglass rod displayed.
- Laminated cart map attached to front dash.

Departments: Route completed form through the Environmental, Health & Safety office for review.

Recommend for approval: Yes ____ No ____ EHS office: _____

Date: _____

Executive Vice President for Finance & Administration

Date

Approve ____

Disapprove ____

Return signed form to the Environmental, Health & Safety office at ehs@tamucc.edu or Unit 5876.