Approval for Fleet Vehicle

Name	
Department/School	
Contact details: Tel E-mail	

Replacing current vehicle?   YES/NO

If YES, please fill out the following:

Current vehicle details	
Registration	
Make	
Model	
Engine size	
Fuel type	
CO2 emissions	
Current mileage (miles)	

Please give your reason(s) for replacing/buying new

Preferred vehicle details	
Make	
Model	
CO2 emissions	
Approximate cost	

Please send the form to Adam Tewkesbury, Transport Operations Manager (ajt1d09@soton.ac.uk)

For office use only

Approve   YES/NO
Reasons for decision
Signature & date