

**REQUISITION FOR BOOKING A VEHICLE**

**PF322**

(<https://staff.uq.edu.au/information-and-services/facilities-services-maps/fleet-vehicles>)

Form to be completed by an Authorised UniFi Financial Delegate

|                            |  |                                       |             |  |                |      |                       |
|----------------------------|--|---------------------------------------|-------------|--|----------------|------|-----------------------|
| Business Unit Name         |  | Vehicle Collection                    |             | Vehicle Type<br>(e.g. Sedan, Wagon, van) | Vehicle Return |      | Private Use*<br>(Y/N) |
| Business Unit UniFi Number |  | Date                                  | Time        |  | Date           | Time |                       |
| Authorised Driver's Name   |  | Single Use <input type="checkbox"/>   |             |  |                |      |                       |
| Driver's Mobile no.        |  | Multiple Use <input type="checkbox"/> | Date Ending |  |                |      |                       |

**Authorisation of Expenditure**

I certify that:

- The above services are required and are a legitimate charge to the Business Unit Number specified.
- The driver/s named herein meet the criteria for 'Authorised Driver'.

A signed PF322 form is required to be e-mailed to the Fleet Booking Officer on [vehicles@pf.uq.edu.au](mailto:vehicles@pf.uq.edu.au) prior to a vehicle being collected.

Financial Delegate

Name:

Signature: .....

Date:

**Private Use** – Please indicate if the vehicle is to be parked / garaged off-campus overnight at or adjacent to a private residence Yes  No

**PLEASE NOTE:**

- Vehicles may be re-allocated if not collected within an hour of specified collection time.
- Hirers are reminded that overhead, interior, under body, windscreen & tyre damage caused is always at the hirer's risk.
- User departments maybe charged a cleaning fee if vehicles are returned in a state which is unacceptable and requires cleaning.
- An insurance excess of \$2000 is payable for damage to vehicles. Minor repairs will be charged at cost.

**Request for Internal Services Quote**

|  |      |                          |          |  |
|--|------|--------------------------|----------|--|
| Date RISQ raised                           |      | Purchasing Business Unit |          |  |
| Finance Officer                            |      | Phone                    |          | Email  |
| Description of Goods or Services Purchased |      |                          |          |  |
|  |      | Date                     |          |  |
| Enter Chartfields                          |      |                          |          |  |
| Operational Unit                           | Site | Fund Code                | Function | Expense Account  |
|  |      |                          |          |  |
| Operational Unit                           | Site | Fund Code                | Function | Expense Account  |
|  |      |                          |          |  |
| Budget Holder Name                         |      | Charge Approved          |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Financial Delegate                         |      |                          |          |  |
| Signature                                  |      | Date                     |          |  |