



REQUISITION FOR BOOKING A VEHICLE (<https://www.pf.uq.edu.au/fleet/>) **PF322**

Form to be completed by an Authorised UniFi Financial Delegate

Business Unit Name			Vehicle Collection		Vehicle Type (e.g. Sedan, Wagon, van)	Vehicle Return		Private Use* (Y/N)
Business Unit UniFi Number			Date	Time		Date	Time	
Authorised Driver's Name		Single Use <input type="checkbox"/>			Tesla 3			
Driver's Mobile no.		Multiple Use <input type="checkbox"/>	Date Ending					

Authorisation of Expenditure

I certify that:

1. The above services are required and are a legitimate charge to the Business Unit Number specified.
2. 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 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 \$5,000 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	Project ID	Free Form Tag
Operational Unit	Site	Fund Code	Function	Expense Account	Project ID	Free Form Tag
Budget Holder Name			Charge Approved		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Delegate						
Signature				Date		