Request for Purchase of a Golf Cart

Requesting Department: ___________________________ Date: __________

Number of Golf Carts Requested: __________

Person Responsible for Golf Cart(s): ________________ Telephone/Email: _______________________

Proposed Cart Storage Location: ______________________________________________________________

Proposed Business Use for Golf Cart(s): _______________________________________________________

________________________________________________________

Will Golf Cart(s) be electric powered? ☐ YES ☐ NO

If YES, Proposed Cart Charging Location: ______________________________________________________

Proposed Names and Affiliation (e.g., employee, student or contractor) of Golf Cart Operators:

________________________________________________________

By signing below, we agree to abide by the Tulane University Golf Cart Policy and Map, and understand and agree that we will be assessed an annual fee of $500 for each Golf Cart operated by our Department. We also confirm that all proposed Golf Cart operators have met/will meet the criteria for authorized operators set forth in the Policy.

Signature of Requestor: ___________________________ Department Head Signature: ___________________________

Golf Carts will only be approved for Departments demonstrating a valid business use and must have a location where they can be safely stored when not in use and charged (if electric). Tulane University Purchasing will not process any purchase requests without this form attached to the purchase order.

This request has been: ☐ APPROVED ☐ DENIED

__________________________________________ __________________________
VP, Office of Insurance & Risk Management Date

__________________________________________ __________________________
COO, Chief Operations Officer Date

Rev. April 2018