

# Tulane University Request for Purchase of a Golf Cart

(Revised 10-2007)

Date: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Number of Golf Carts Requested: \_\_\_\_\_

Retirement or Trade in Vehicle #s: \_\_\_\_\_

Person Responsible for Golf Carts: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for purchasing Golf Cart:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Signature of Department Head: \_\_\_\_\_

Golf Carts will only be approved for Departments demonstrating a valid business use.  
**Tulane University Purchasing will not process any purchase requests without this form attached to your purchase order.**

This request for Purchase has been: **APPROVED** \_\_\_ **DENIED** \_\_

\_\_\_\_\_  
William A. Schroeder, Insurance Administrator

\_\_\_\_\_  
Anthony P. Lorino, Sr. Vice President for Operations  
and Chief Financial Officer

\*\* The Tulane University Purchasing Department will not process and purchase orders without this form attached.