

INTRAMURAL PURCHASE ORDER

(For internal use only)

IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY

Selling Department TRANSPORTATION SERVICES

Date _____

Buying Department _____

Account # _____

Buying Department Mailing Address _____

Requested by _____

Phone number _____

| Description - specify each item clearly | | Est. Cost |
|---|-----------------------------------|-------------------------|
| SEASONAL VEHICLES ONLY | | |
| TYPE OF VEHICLES REQUESTED (LIST A SECOND, EVEN A THIRD CHOICE) | | |
| No. of Vehicles | Order of choice | |
| _____ | _____ | |
| | Compact car | |
| _____ | _____ | |
| | 1/4 T pickup | |
| _____ | _____ | |
| | Midsized car | |
| _____ | _____ | |
| | 1/4 T ext cab | |
| _____ | _____ | |
| | 7 Pass van | |
| _____ | _____ | |
| | 1/2 T pickup | |
| _____ | _____ | |
| | Mini cargo van | |
| _____ | _____ | |
| | 1/2 T ext cab | |
| _____ | _____ | |
| | 9 Pass van | |
| _____ | _____ | |
| | 3/4 T pickup | |
| _____ | _____ | |
| | 12 Pass van | |
| _____ | _____ | |
| | 1 T crewcab | |
| _____ | _____ | |
| | 12 Pass cargo van | ADDED FEATURES |
| _____ | _____ | |
| | 15 Pass van | 5th wheel trailer hitch |
| _____ | _____ | |
| | 1/2 T cargo van 2 passengers | Topper on truck |
| _____ | _____ | |
| | 3/4 T cargo van 2-8 passengers | Hitch |
| _____ | _____ | |
| | | Seats removed |
| Used for: | | |
| _____ | _____ | |
| | | Other _____ |
| Approximate total mileage: | | |
| Exact destination: | | |
| Date and time of signing out: | | |
| Date and time of return: | | |
| Email address: | Fax: | Total |

revised 12/27/00

Approved _____

Head of Dept. or Sec.