



**CHAPMAN
UNIVERSITY**
RISK MANAGEMENT

Vehicle Change Request Form

**Vehicle Change
Request Form**

Please complete the below form and email it to risk@chapman.edu. This applies to all licensed vehicles, including trailers. If you have any questions, please call 714-532-6031.

Please complete this form, supplying the requested data items when you are buying a new vehicle or disposing of an existing vehicle.

Name of Department	Name of Requestor	Email of Requestor

Acquisition or Disposal	Acquisition	Disposal *
Vehicle Make (Manufacturer)		
Vehicle Model		
Year		
Vehicle Identification Number (VIN)		
Tag Number – (report to risk@chapman.edu as soon as available.)		
Date of Ownership or Date of Disposal		
Primary Driver or Pool Vehicle	Pool Use	Individual Use
	If Individual, list driver(s)	
Purchase Price, including any special equipment added to the vehicle		

*NOTE: If you are disposing of a vehicle, please submit the [Fixed Asset Disposal Form](#).