



**Proposal
Purchase of Van
XXX Campus**

Submitted by:

Campus Administrator

Introduction

The XXX Campus is proposing to purchase a seven seat passenger van. The proposed new van will be utilized in the areas of program and service delivery to the immediate campus area, as well as, to XXX.

Rationale

The vehicle will be used by the Student Development Officers for high school visits and recruiting sessions and for CNA Summer Crew, both locally and within the region. Savings in air travel costs will be significant.

It provides a means of transporting students on field trips, including students from XXX.

Staff will use the vehicle for attending meetings and other work-related activities in the local area and region where feasible.

The vehicle will facilitate day to day activities such as bank deposits and mail pickups, therefore reducing need for use of personal vehicles during work hours.

The van will promote flexibility and visibility in communities and regions. It will have the College decals applied to ensure visibility.

The existing capital budget supports the purchase of a vehicle. Several submissions to the RNI process have been unsuccessful so this budget will be utilized to support this purchase.

**Application for purchase of a new vehicle for
XXX Campus**

- i.) **Type of vehicle requested** – 7 Passenger van, must be white
- ii.) **Lease or Purchase –New or Used** – Purchase - New
- iii.) **Proposed source of funds for initial purchase** – Capital funds allocation for 2010 – 2011 (\$25,000) – must not exceed this amount.
- iv.) **Approximate cost of purchase** – \$22,000
- v.) **Proposed source of funds for license, insurance, operation cost, maintenance** –
- vi.) **Period for which vehicle is required** - Ongoing
- vii.) **Proposed disposition of vehicle after use** – As per Disposal of Assets Policy
- viii.) **Where vehicle would be garaged** – XXX Campus
- ix.) **Unit Number of vehicle being replaced** – None – New acquisition