

MOTOR VEHICLE CHARGES

BUILDING & GROUNDS DEPARTMENT

VEHICLE MUST BE PICKED UP PRIOR TO 3:00 PM
A 2 WEEK PRIOR RESERVATION IS REQUIRED

Today's Date: _____

Requested Vehicle: _____
Van - @ \$.40 per mile - minimum daily charge \$18.00 _____

KEYS & CREDIT CARD ARE TO BE LEFT IN ASH TRAY AND VEHICLE LOCKED
ALL RECEIPTS ARE TO BE PLACED IN CREDIT CARD HOLDER FOR BILLING PURPOSES

Requested Department _____ Department Head Approval _____

Estimated Cost _____ Budget Account No. _____ Budget Department Approval _____

Date Requested: _____ Pick-up Time: _____ Date to be Returned: _____

YES NO

Destination _____ Gas Credit Card: _____ Purpose of Trip: _____

For Motorpool Use Only		
Date Out: _____	Time Out: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	Cost of Rental: \$ _____
Date In: _____	Time In: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	Cost of Gas: \$ _____
Mileage Out: _____	Number of Days: _____	Cost of Charged Gas: \$ _____
Mileage In: _____	Miles Driven: _____	
TOTAL AMOUNT DUE:		\$

IN CASE OF ACCIDENT OR ARREST: WRITE FULL REPORT ON BACK

I, the undersigned, do hereby acknowledge receipt for the vehicle described above and accept responsibility for the safe operation thereof for official University business only. In the event of an accident or arrest while in my use, I shall report all circumstances to Building & Grounds Department, immediately upon my return to the University campus. I shall also turn in all Invoices for Credit Card purchases of gasoline to the Building & Grounds Department when the vehicle is returned to the Motor Pool.

VEHICLE RECEIVED BY _____
Driver's License No. _____

cc: Building & Grounds
Lessee Department Head
Controller's Office