



# University of NORTH ALABAMA

## Request for Use of University Vehicle(s)

Request for University: Car(s) \_\_\_\_\_ Van(s) \_\_\_\_\_ Bus(es) \_\_\_\_\_ (A driver is assigned and charged for each bus requested)  
Number Number Number

Request Emergency Roadside Kit:  Yes  No

Banner FOAP: Fund \_\_\_\_\_ Org. \_\_\_\_\_ Acct. \_\_\_\_\_ Prog. \_\_\_\_\_

Beginning at \_\_\_\_\_ on \_\_\_\_\_ Returned to the car pool no later than \_\_\_\_\_ on \_\_\_\_\_  
Time Date Time Date

Person in charge of this vehicle \_\_\_\_\_

Telephone/cell number/e-mail for the contact person is \_\_\_\_\_

Destination \_\_\_\_\_ The total round trip will be \_\_\_\_\_  
City State Miles

The purpose of the trip \_\_\_\_\_

Bus driver instructions

- Cancellations must be made within 72 hours of departure time by calling the Controller's Office at 765-4232.
- Driver must present a valid driver's license in order to pick up keys or have a current copy of their driver's license on file in the Business Office.
- Please adhere to the check-in and check-out times so the next user will not be inconvenienced.
- All university policies and procedures must be adhered to while on university business.
- Please ensure that a minimum of a quarter tank of gas is in the vehicle upon check-in.

**AT NO TIME WILL A UNIVERSITY-OWNED VEHICLE BE USED FOR PERSONAL USE.**

Date \_\_\_\_\_ (Signature of Driver) \_\_\_\_\_

PLEASE STATE THE NUMBER OF PEOPLE MAKING THE TRIP \_\_\_\_\_

APPROVED \_\_\_\_\_

APPROVED \_\_\_\_\_

### FOR BUSINESS OFFICE USE

We cannot meet your request because \_\_\_\_\_

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

BUSINESS OFFICE USE ONLY Rec'd \_\_\_\_\_