



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 _____ State _____ The total round trip will be _____
City 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 _____