



# 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/email for the contact person is \_\_\_\_\_

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

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

Bus driver instructions \_\_\_\_\_

- Cancellations must be made within 24 hours of departure time by calling Sandy Osborn at 256.765.5054 and Hollon McCullar at 256.765.4826.
- 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 Facilities Office located at 1660 Tune Avenue.
- 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** \_\_\_\_\_

Cost Center Head or Dean's APPROVAL \_\_\_\_\_

APPROVED \_\_\_\_\_

### **FOR BUSINESS OFFICE USE**

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

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

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