

VEHICLE RESERVATION FORM

NAME: _____

DEPT: _____

DEPT. BUDGET #: _____

PHONE: _____

FAX: _____

PLEASE PUT THE VEHICLE NUMBER ON ALL AUTHORIZATION SLIPS AND
WHEN HANDLING ANY TRANSACTIONS FOR CONFIRMED VEHICLES.

Driver Faculty/Staff	Pick Up Date/Time	Return Date/Time	Type of Vehicle Van/Minivan/Wagon	Number of Passengers	Destination	Confirmation

All vehicle packets must be picked up **Monday – Friday, 8:30 a.m. – 4:00 p.m.** The only exception will be for vans that are rented that may not be delivered until the day needed. You may fax this form to Campus Police at 833-8605.