DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUEST IS MADE FOR THE USE OF:

GOLD CHEVY (2453) \_\_\_\_\_ WHITE CHEVY (2454) \_\_\_\_\_\_\_ PONTIAC (2445) \_\_\_\_\_\_\_

VAN#1 \_\_\_\_\_\_\_ VAN#2 \_\_\_\_\_\_\_

PURPOSE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VEHICLE WILL BE NEEDED: DATE\_\_\_\_\_\_\_\_ TIME\_\_\_\_\_\_\_\_\_\_\_

VEHICLE WILL BE RETURNED: DATE\_\_\_\_\_\_\_\_ TIME\_\_\_\_\_\_\_\_\_\_\_

VEHICLE WILL BE CHARGED AS FOLLOWS:

CARS $0.445 PER MILE

VAN $0.445 PER MILE

All Grant Use $0.445 PER MILE

DEPARTMENT TO BE CHARGED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF INDIVIDUAL REQUESTING VEHICLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED {DEAN, PRESIDENT} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BEGINNING MILEAGE \_\_\_\_\_\_\_\_\_\_\_\_\_ ENDING MILEAGE \_\_\_\_\_\_\_\_\_\_\_\_\_

THE BEGINNING AND ENDING MILEAGE MUST BE FILLED IN AND THIS FORM MUST BE RETURNED WITH KEYS. ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| BUSINESS OFFICE USE ONLY | |
|  |  |
| MILES TO BE CHARGED |  |
| RATE |  |
| AMOUNT TO BE CHARGED |  |