

# INSTRUCTIONS FOR FILLING OUT YOUR VEHICLE REQUEST FORM

Please make sure that the following information is included:

1. Please indicate pick-up date and time (if pick-up time is before 8:00am the vehicle will have to be picked up the evening prior to your travel date, before 5:00pm).
2. Please indicate return date and time (if return time is after 5:00pm or on a weekend the vehicle and keys should be left at Public Safety unless otherwise instructed).
3. Vehicle request should be turned in 2 weeks in advance or as soon as possible in order to insure availability.
4. Please indicate the type and number of vehicles requested (If you need a driver please indicate on form).
5. Make sure you have all required signatures, and that the form gets to the motor pool.

IT IS VERY IMPORTANT THAT YOU DO NOT LEAVE FORM IN THE  
PURCHASING DEPARTMENT