

State Vehicle Request Form

TRAVELER'S NAME:

DEPARTURE DATE / TIME:

RETURN DATE / TIME:

DESTINATION: _____

ESTIMATE MILEAGE FROM COLLEGE:

Vehicle Requested:

() Dodge Stratus

() Chevy Van

Time Key's will be Picked Up: _____

X _____

Drivers Signature

Date: _____

***I have read and agree to abide by all PVCC's Vehicle Policy and Procedures while operating this state vehicle.**

(Business Office Use Only)

() State Car / Van Available

() Cost Beneficial To Use Personal Vehicle. (100 miles or less per day)

() State Car / Van not Available

() Check Enterprise for Car Rental

X _____

Business Office Signature

Date: _____

COPY TO SECURITY

COPY TO TRAVELER

****UPON RETURNING with the state vehicle please fill out the information on the right side of this form.**

Mileage and Fuel Report for Use of State Vehicle(s)

Did you detect any problems with the vehicle?

() Yes

() No

If Yes, Please indicate Problem(s).

Beginning Mileage: _____

Ending Mileage _____

Total Miles Traveled _____

Tank is currently:

() Full

() ¾ Full

() ½ Full

() ¼ Full

() Less than ¼

I verify that I left the car in clean and orderly manner.

() Yes

Notes:

****Please respectfully leave adequate fuel in the vehicle upon return for the next driver. Return this form with all voyager receipts and Keys to the Security Department.**

Signature

Date