

Request to Use College Vehicle

Contact Person and Phone Number		Department/Club/Organization Name		Date Prepared
Number of Vehicles Needed (Check as applicable) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		Number of Days Needed	Name(s) of Authorized Drivers	
Date(s) and Time(s) Needed Pickup Time: _____ Return Time: _____ Pickup Date: _____ Return Date: _____			1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
Purpose of Trip AND Account Number for Fuel Charge:				
APPROVALS				
Manager/Director/Dean Approval		Date Approved	Applicable Vice President Approval	
			Date Approved	

CONDITION OF VEHICLES

OUTGOING				
Veh. #1	Outgoing Exterior Condition of Vehicle #1			
	<input type="checkbox"/> Excellent Condition <small>No Dents or Dings Washed and Clean</small>	<input type="checkbox"/> Good Condition <small>Exceptions Noted Below Washed and Clean</small>	<input type="checkbox"/> Fair Condition <small>Exceptions Noted Below Not Washed or Clean</small>	<input type="checkbox"/> Poor Condition <small>Exceptions Noted Below Dirty as Noted Below</small>
	Outgoing Interior Condition of Vehicle #1			
	<input type="checkbox"/> Excellent Condition <small>Clean and Ready</small>	<input type="checkbox"/> Good Condition <small>Clean and Ready</small>	<input type="checkbox"/> Fair Condition <small>Clean with Exceptions</small>	<input type="checkbox"/> Poor Condition <small>Dirty with Trash in Vehicle</small>
	Outgoing Mileage Reading Vehicle #1	Outgoing Gas Tank Reading Vehicle #1		
		<input type="checkbox"/> Full Tank	<input type="checkbox"/> ¾ Tank	<input type="checkbox"/> ½ Tank <input type="checkbox"/> Empty
List All Exceptions to the Condition of Vehicle #1 (Note all dents and dings and extent of cleanliness)				
Veh. #2	Outgoing Exterior Condition of Vehicle #2			
	<input type="checkbox"/> Excellent Condition <small>No Dents or Dings Washed and Clean</small>	<input type="checkbox"/> Good Condition <small>Exceptions Noted Below Washed and Clean</small>	<input type="checkbox"/> Fair Condition <small>Exceptions Noted Below Not Washed or Clean</small>	<input type="checkbox"/> Poor Condition <small>Exceptions Noted Below Dirty as Noted Below</small>
	Outgoing Interior Condition of Vehicle #2			
	<input type="checkbox"/> Excellent Condition <small>Clean and Ready</small>	<input type="checkbox"/> Good Condition <small>Clean and Ready</small>	<input type="checkbox"/> Fair Condition <small>Clean with Exceptions</small>	<input type="checkbox"/> Poor Condition <small>Dirty with Trash in Vehicle</small>
	Outgoing Mileage Reading Vehicle #2	Outgoing Gas Tank Reading Vehicle #2		
		<input type="checkbox"/> Full Tank	<input type="checkbox"/> ¾ Tank	<input type="checkbox"/> ½ Tank <input type="checkbox"/> Empty
List All Exceptions to the Condition of Vehicle #2 (Note all dents and dings and extent of cleanliness)				
Veh. #3	Outgoing Exterior Condition of Vehicle #3			
	<input type="checkbox"/> Excellent Condition <small>No Dents or Dings Washed and Clean</small>	<input type="checkbox"/> Good Condition <small>Exceptions Noted Below Washed and Clean</small>	<input type="checkbox"/> Fair Condition <small>Exceptions Noted Below Not Washed or Clean</small>	<input type="checkbox"/> Poor Condition <small>Exceptions Noted Below Dirty as Noted Below</small>
	Outgoing Interior Condition of Vehicle #3			
	<input type="checkbox"/> Excellent Condition <small>Clean and Ready</small>	<input type="checkbox"/> Good Condition <small>Clean and Ready</small>	<input type="checkbox"/> Fair Condition <small>Clean with Exceptions</small>	<input type="checkbox"/> Poor Condition <small>Dirty with Trash in Vehicle</small>
	Outgoing Mileage Reading Vehicle #3	Outgoing Gas Tank Reading Vehicle #3		
		<input type="checkbox"/> Full Tank	<input type="checkbox"/> ¾ Tank	<input type="checkbox"/> ½ Tank <input type="checkbox"/> Empty
List All Exceptions to the Condition of Vehicle #3 (Note all dents and dings and extent of cleanliness)				

Signature of Borrower OUTGOING >	X _____	Date Signed
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RETURNING

Returning Exterior & Interior Condition of Vehicle #1		Returning Exterior & Interior Condition of Vehicle #2		Returning Exterior & Interior Condition of Vehicle #3	
<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Mileage Reading	Returning Gas Level	Mileage Reading	Returning Gas Level	Mileage Reading	Returning Gas Level
	<input type="checkbox"/> Full <input type="checkbox"/> ¾ <input type="checkbox"/> ½ <input type="checkbox"/> Empty		<input type="checkbox"/> Full <input type="checkbox"/> ¾ <input type="checkbox"/> ½ <input type="checkbox"/> Empty		<input type="checkbox"/> Full <input type="checkbox"/> ¾ <input type="checkbox"/> ½ <input type="checkbox"/> Empty
Comments/Exceptions					
PRINT Name of Borrower RETURNING		Date	PRINT Name of RETURNING Inspector		Date