



## Request for University Vehicle

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Date

I, \_\_\_\_\_, request the use of the following University  
Name

vehicle (s): \_\_\_\_\_  
Auto, Station Wagon, Van, Truck

Intended Use of Vehicle: \_\_\_\_\_

Destination: \_\_\_\_\_

Scheduled Driver: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Date and Time of Return: \_\_\_\_\_

Department and Account Number to be charged: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved: \_\_\_\_\_  
Division Head

Approved: \_\_\_\_\_  
Vice Chancellor for Business Affairs