

Arkansas State University

Vehicle Request Form

(Separate forms are required for airport rentals only.)

To be Completed by Requesting Department:

Issue Vehicle To	<input type="text"/>	ASU ID	<input type="text"/>	Cell Phone No.	<input type="text"/>
Department	<input type="text"/>	Has employee received permission to drive?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traveler Email	<input type="text"/>	(Submit VSP forms to Sandra Sherman, if not.)			
Point of Contact (POC)	<input type="text"/>	POC Phone	<input type="text"/>	POC Email	<input type="text"/>

Vehicle Information:

Pick Up Date	<input type="text"/>	Pick Up Time	<input type="text"/>	Pick-up location	<input type="text"/>
		Other	<input type="text"/>		
Vehicle Type	<input type="text"/>	Number of Passengers	<input type="text"/>	Destination	<input type="text"/>
Official Business to be Performed	<input type="text"/>				
Drop off Date	<input type="text"/>	Drop off Time	<input type="text"/>	Drop off Location	<input type="text"/>

List Additional Drivers by ASU ID and Name:

<input type="text"/>

Funding Source:

Fund-Orgn-Acct-Prog	<input type="text"/>
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Driver Signature _____ Dean/Department Head Signature _____

Please do NOT send through Interdepartmental Mail!

Scan and email completed form to rentalcars@astate.edu.

For Procurement Services Information Only:

Confirmation No _____

Vehicle Cost _____

Fuel Cost _____

Total Cost _____

Comments:

<input type="text"/>
