

# Arkansas State University

## Vehicle Request Form

(Separate forms are required for airport rentals only.)

To be Completed by Requesting Department:

Issue Vehicle To  ASU ID  Phone

Department  Has employee received permission to drive?  Yes  No  
(Submit [VSP forms](#) to Sandra Sherman, if not.)

Point of Contact (POC)  POC Phone  POC Email

Vehicle Information:

Pick Up Date  Pick Up Time  Pick Up Location

Vehicle Type  Number of Passengers  Destination

Official Business to be Performed

Drop off Date  Drop off Time  Drop off Location

List Additional Drivers by ASU ID and Name:

Funding Source:

Fund-Orgn-Acct-Prog

Driver Signature \_\_\_\_\_ Dean/Department Head Signature \_\_\_\_\_

**Please do NOT send through Interdepartmental Mail!**

Scan and email completed form to [rentalcars@astate.edu](mailto:rentalcars@astate.edu). For immediate assistance, contact Procurement Services at x2028.

For Procurement Services Information Only:

Confirmation No \_\_\_\_\_

Gas Card Issued \_\_\_\_\_

Vehicle Cost \_\_\_\_\_

Fuel Cost \_\_\_\_\_

Total Cost \_\_\_\_\_

Comments: