

## FLEET SERVICES VEHICLE REQUEST FORM

UCR School of Medicine

<b>REQUESTOR INFORMATION</b>	Date of Request _____																		
	Name _____																		
	Department/Unit _____																		
	Business Purpose for Use of Vehicle _____																		
	<i>If attending event, please indicate name and date of event.</i>																		
	COA (If known)																		
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Entity</th> <th style="width: 10%;">Fund</th> <th style="width: 10%;">Activity</th> <th style="width: 10%;">Account</th> <th style="width: 10%;">Function</th> <th style="width: 10%;">Program</th> <th style="width: 10%;">Project</th> <th style="width: 10%;">Flex 1</th> <th style="width: 10%;">Flex 2</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Entity	Fund	Activity	Account	Function	Program	Project	Flex 1	Flex 2									
Entity	Fund	Activity	Account	Function	Program	Project	Flex 1	Flex 2											

<b>TRIP AND VEHICLE DETAILS</b>	Pick Up Date _____ Time _____ am/pm
	Return Date _____ Time _____ am/pm
	Toll Roads Transponder needed?    Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>The transponder may be used on all expressways in LA, Orange County, San Diego and San Francisco (Highways 91, 241,261, 125, 133, 73, 15, I-10 and I-110)</i>
	Destination (City, State) _____
	<i>If traveling out of state, campus policy requires completion of the form <a href="#">Authorization to Operate State Owned Vehicle Out of State</a> and pre-approved by Dept Head. <a href="http://fleet.ucr.edu/docs/out_of_state_form.pdf">http://fleet.ucr.edu/docs/out_of_state_form.pdf</a></i>
	Number of passengers _____
<b>Type and number of vehicle(s) being requested</b>	
Compact Sedan <input style="width: 40px; height: 20px;" type="text"/> 5 pass SUV <input style="width: 40px; height: 20px;" type="text"/>	
Large Sedan <input style="width: 40px; height: 20px;" type="text"/> Suburban <input style="width: 40px; height: 20px;" type="text"/>	
Full Size Truck <input style="width: 40px; height: 20px;" type="text"/> Mini Van <input style="width: 40px; height: 20px;" type="text"/>	
Multi Pass Van <input style="width: 40px; height: 20px;" type="text"/> Executive <input style="width: 40px; height: 20px;" type="text"/>	
Other <input style="width: 40px; height: 20px;" type="text"/> _____	
	<i>Specify</i>

<b>APPROVAL</b>	I CERTIFY THAT I POSSESS A VALID DRIVER'S LICENSE _____ <span style="float: right;"><i>Signature</i></span>
	PI/SUPERVISOR APPROVAL _____