

## 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>																									
	<div style="border: 1px solid black; padding: 2px;"> <b>COA (If known)</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 11%;">Entity</th> <th style="width: 11%;">Fund</th> <th style="width: 11%;">Activity</th> <th style="width: 11%;">Account</th> <th style="width: 11%;">Function</th> <th style="width: 11%;">Program</th> <th style="width: 11%;">Project</th> <th style="width: 11%;">Flex 1</th> <th style="width: 11%;">Flex 2</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> </div>									Entity	Fund	Activity	Account	Function	Program	Project	Flex 1	Flex 2								
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<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) _____ If traveling out of state, campus policy requires completion of the form <u><a href="#">Authorization to Operate State Owned Vehicle Out of State</a></u> 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>																											
	Number of passengers _____																											
	<b>Type and number of vehicle(s) being requested</b>																											
	<table style="width: 100%;"> <tr> <td style="width: 30%;">Compact Sedan</td> <td style="width: 10%; text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> <td style="width: 30%;">5 pass SUV</td> <td style="width: 10%; text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> </tr> <tr> <td>Large Sedan</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> <td>Suburban</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> </tr> <tr> <td>Full Size Truck</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> <td>Mini Van</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> </tr> <tr> <td>Multi Pass Van</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> <td>Executive</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> </tr> <tr> <td>Other</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> <td colspan="2" style="border: none;">_____</td> </tr> </table> <div style="text-align: right; margin-top: 5px;"><i>Specify</i></div>									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"/>	_____
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<b>APPROVAL</b>	I CERTIFY THAT I POSSESS A VALID DRIVER'S LICENSE _____ <div style="text-align: right; margin-right: 50px;"><i>Signature</i></div>								
	PI/SUPERVISOR APPROVAL _____								