

FLEET SERVICES VEHICLE REQUEST FORM

UCR School of Medicine

| REQUESTOR INFORMATION | 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;"> <thead> <tr> <th>Entity</th> <th>Fund</th> <th>Activity</th> <th>Account</th> <th>Function</th> <th>Program</th> <th>Project</th> <th>Flex 1</th> <th>Flex 2</th> </tr> </thead> <tbody> <tr> <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 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRIP AND VEHICLE DETAILS | 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>Authorization to Operate State Owned Vehicle Out of State</u> and pre-approved by Dept Head. http://fleet.ucr.edu/docs/out_of_state_form.pdf | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Number of passengers | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Type and number of vehicle(s) being requested | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Compact Sedan | <input type="text"/> | 5 pass SUV | | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | |
| | Large Sedan | <input type="text"/> | Suburban | | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | |
| Full Size Truck | <input type="text"/> | Mini Van | | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | |
| Multi Pass Van | <input type="text"/> | Executive | | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | |
| Other | <input type="text"/> | Specify _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| APPROVAL | I CERTIFY THAT I POSSESS A VALID DRIVER'S LICENSE _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <i>Signature</i> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PI/SUPERVISOR APPROVAL | | | | | | | | | | | | | | | | | | | | | | | | | | | |