

VEHICLE REQUEST FORM

SCHOOL OF SCIENCE

If you would like to use a Penn State fleet or Enterprise vehicle, please return this completed form to Talia Finotti in the School of Science office ASAP, but no less than **two weeks before** the vehicle is needed.

NAME: _____

TODAY'S DATE: _____

PHONE: _____

EMAIL: _____

REASON FOR REQUEST: _____

REQUESTED PICK UP DATE: _____

REQUESTED RETURN DATE: _____

TIME NEEDED: _____

TIME OF RETURN: _____

TYPE OF VEHICLE REQUESTED: (Check one)

Fleet Car

Fleet 7 Passenger Minivan

Enterprise Car

Enterprise 7 Passenger Minivan

Enterprise 15 Passenger Van

(Please note: If you request an Enterprise vehicle and need to cancel it, Enterprise requires a phone call prior to delivery. Once the vehicle is delivered, your budget is charged.)

DESTINATION:

DATE: _____ FROM: _____ TO: _____

DATE: _____ FROM: _____ TO: _____

APPROXIMATE NUMBER OF MILES YOU WILL BE TRAVELING (Round trip): _____

(Depending on the number of miles you will be traveling, it may be more cost effective to use Enterprise rather than a fleet vehicle.)

DO YOU HAVE A PURCHASING CARD? Yes No

BUDGET CHARGED: _____ School: _____ Scholarly Activity: _____ Grant: _____ Other: _____

SIGNATURE: _____

OFFICE USE ONLY:

Date vehicle reservation made: _____ Date of vehicle delivery: _____

Reservation made by: _____ Date of vehicle pick-up: _____