

UNIVERSITY OF CENTRAL ARKANSAS VEHICLE REQUEST FORM

REQUISTIONER:

Department: _____ P.O. # _____ Today's Date _____

**(If you are requesting an Enterprise Vehicle you must have a departmental Purchase Order in place)
(Request will not be processed without a departmental Purchase Order Number on the Request Form)**

Name of Requestor: _____ Contact Number: _____

Reason for trip/request: _____

Vehicle Type Needed: _____ Auto _____ Van _____ Bus **Index Code** _____

(If you requesting a bus please put your department index in the area provided above)

Group or Individual Travel: _____ Number of Passengers _____

Date/Time Leaving for Trip: _____ Date/Time Returning: _____

Driver/Drivers Names and License #'s Required:

1. _____ DL# _____ DOB _____ Exp _____

2. _____ DL# _____ DOB _____ Exp _____

Department Head Signature _____

DEPARTMENT HEAD MUST SIGN AS APPROVER BEFORE REQUEST WILL BE PROCESSED

PHYSICAL PLANT SECTION TO BE COMPLETED BY TRAVEL ADMINISTRATOR

Vehicle Number and License Assigned: _____

Ending Odometer Reading: _____

DOES TRAVELER REQUIRE A GAS CARD?

Beginning Odometer Reading: _____

_____ **Yes** _____ **No**

Total Miles Traveled: _____

Gas Card Number Assigned: _____

Cost Rate Per Mile: _____

VSP Form on File _____ **Yes** _____ **No**

Mileage Cost: _____

FORM MUST BE ON FILE

Other Costs: _____

Enterprise Costs _____

Meal Costs _____

Hotel Costs _____

Total Cost: _____

Travelers Signature and Date at time of pick up:

SIGNATURE

DATE

PICKUP TIME

INSTRUCTIONS FOR REQUESTING A VEHICLE FOR UNIVERSITY OF UTAH

Please read thoroughly as the following information will tell you how to complete your vehicle request form.

- **NOTE: P.O. NUMBER MUST BE ON THE VEHICLE REQUEST FORM OR REQUEST WILL NOT BE PROCESSED**
- A P.O. number must be shown on the vehicle request form in order to rent a vehicle via Enterprise. Please include a copy of your current P.O. that matches the number you provide on the form. **REQUEST WILL NOT BE PROCESSED IF THE P.O. COPY IS NOT ATTACHED**
- If you are requesting to rent a bus an **account index** number is **required.** Please provide in the correct line on the request form.
- All request forms must be signed by the Department Head or Department Head's designee **OR REQUEST WILL NOT BE PROCESSED**
- **Please provide the destination of travel city and state**
- **Please mark type of vehicle you wish to reserve**
NOTE: UNLESS OTHERWISE SPECIFIED A STANDARD CAR WILL BE ASSIGNED SUCH AS AVENGER, PRUIS, CHRYSLER 200. NO SUV'S UNLESS MULTIPLE PASSENGERS TRAVELING.
- **Please complete all driver information requested on the form.**
NOTE: DRIVER MUST BE AT LEAST 25 YEARS OF AGE TO RENT A VEHICLE THROUGH THE UNIVERSITY

Any portion of a car rental expense that is determined to be Personal in nature will be the responsibility of the traveler, and the state will not reimburse the employee for such expenses. If the rental is paid for by direct billing, the portion that is determined to be personal will be prorated and the traveler will be required to reimburse the university.

- **Please mark on the sheet whether traveler will need a fuel card**
FUEL CARD MAY ONLY BE USED FOR FUEL CHARGES. THEY CANNOT BE USED FOR FOOD OR DRINK PURPOSES AND CANNOT BE USED TO FUEL PERSONAL VEHICLE/S
- **IF YOU ARE REQUESTING TO DRIVE A 15 PASSENGER VAN, YOU WILL BE REQUIRED TO TAKE A VAN DRIVER SAFETY COURSE BEFORE YOU CAN DRIVE THE VAN. THE COURSE CAN BE SCHEDULED THROUGH TIM DECKER AT 852-2323 OR TDECKER@UCA.EDU.**

FORM CAN BE FAXED TO PHYSICAL PLANT AT 501-450-5399 OR EMAILED TO TINAS@UCA.EDU OR BLYNCH@UCA.EDU