

## VEHICLE RESERVATION REQUEST

**Department:** \_\_\_\_\_

**Department Contact:** Please enter the name and contact information for the person who is setting up the reservation.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Authorized By:** Please enter the name and contact information for the person who has authorized the use of Departmental funds.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Recharge Information:** Requests will not be processed without complete recharge information.

**RECHARGE #:** \_\_\_\_\_ **Project Code:** \_\_\_\_\_

**Financial Contact:** Please enter the name and contact information of your Department Financial Officer who will be notified of this recharge.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reservation Information:** Fleet Services Rental Office Hours: 8:00 am – 2:00 pm, Monday – Friday. After hours rental may be arranged. Please contact Fleet Services for more information.

**Pickup Date:** \_\_\_\_\_ **Pickup Time:** \_\_\_\_\_

**Return Date:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

**Destination (City/State):** \_\_\_\_\_

**Purpose (University Business Only):** \_\_\_\_\_

**Special Requests/Notes:** \_\_\_\_\_

**Transporting Minors:** Yes No

**For Completion by Fleet Services Representative**

**Reservation #:** \_\_\_\_\_ **Vendor:** \_\_\_\_\_

**Equipment #:** \_\_\_\_\_ **Fuel Key:** \_\_\_\_\_

**Vehicle Information:** For vehicle specifics, including rates and seating, please view our ZotPortal page: Renting a vehicle through Fleet Services.

**FLEET SERVICES-OWNED RENTAL VEHICLES:** Local use only. Availability is limited, please call ahead. Drivers must be at least 18 years old.

**Compact Sedan (1 available)**

**Mini Van (1 available)**

**Cargo Van (1 available)**

**Pickup Truck (1 available)**

**VENDOR-OWNED RENTAL VEHICLES:** Drivers must be at least 21 years or older and possess the appropriate license classification. Enter number needed – vehicle specific.

**Compact Sedan**

**Luxury Sedan**

**Large SUV**

**Mid-Size Sedan**

**Mini Van**

**Cargo Van**

**Full Sized Sedan**

**Small SUV**

**Large Pickup Truck**

**Specialty Vehicle:**  
Contact Fleet Services