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