

## Faculty/Staff Vehicle Request Form

SUNY Cortland Facilities Operations and Services Transportation Office Service Group – (607)753-2129

## **Instructions**

- It is advised that you contact the Transportation Office prior to submitting your request to check vehicle availability. However, **checking availability does not confirm a vehicle.**
- Please complete your request and submit to SGA Treasurer at (2) weeks prior to the event.
- The Transportation Office requires this form to be received (2) two) business days prior to vehicle pick-up.
- Vehicles will <u>only</u> be issued with a completed Vehicle Request Form.
- The Transportation Office is open for vehicle pick-ups as follows: 7:30am to 9:00am, 9:30am to 12:00pm and 12:30pm to 3:00pm, M-F. Vehicles are **not available** for pick-up **after 3pm** or on weekends or holidays.
- Drivers and <u>all</u> Passengers must be university affiliated.

## Vehicle Pick-Up & Return

PICK-UP: Date	Time	AM/PM	RETURN: Date	Time of departure	AM/PM	
(7:30-9:00AM, 9:30AM-12:0			(Vehicles may b	e returned at any hour by using the the entrance to ASC. Vehicles must	ey drop-box	
DESTINATION:	Name of Establis	shment _				
	Street Address					
	City		7	Zip Code		
Purpose of Trip						
Number of Passengers _						
Vehicle Type						
	12 passenger v					
Account #	(	required	)			
Department					<del> </del>	
Driver's Name (PRINT) _			Telephone	Number		
Driver's Signature			Driver's em	Driver's email Address		
	Vehicle Request	: Appro	ved as Official Univ	ersity Business		
Dept. Supervisor	·····		Dat	e		
Vice President Approval	l		Dat	e		
(required for any except	tions to existing pol	icies)				
*NOTE: The above signa	ature(s) do not cons	titute ve	hicle availability.			
TRANSPORTATION OF	FICE USE		<b>BUSINESS OFFICE US</b>			
Vehicle License #			Recharge/Bil	ling Information		
A Atlantial Contract				X		
			Current IRS I	Mileage Reimbursement Rate		
			Total Amour	nt of recharge \$		