

# Arkansas State University

## Vehicle Request Form

Print Form

(Separate forms are required for airport rentals only.)

### To be Completed by Requesting Department:

Issue Vehicle To:  ASU ID:  Cell Phone No:

Department:  Has employee received permission to drive?  Yes  No  
(Submit VSP forms to Sandra Sherman, if not.)

Traveler Email:

Point of Contact (POC):  POC Phone:  POC Email:

### Vehicle Information:

Pick Up Date:  Pick Up Time:  Pick Up Location:

Vehicle Type:  Number of Passengers:  Destination:

Official Business to be Performed:

Drop Off Date:  Drop Off Time:  Drop Off Location:

### List Additional Drivers by ASU ID and Name:

### Funding Source:

Fund-Orgn-Acct-Prog

Driver Signature: \_\_\_\_\_ Dean/Department Head Signature: \_\_\_\_\_

**Please do NOT send through Interdepartmental Mail!**

Scan and email completed form to rentalcars@astate.edu. For questions call 870-680-4733.

### For Rental Car Administration Use Only:

Confirmation No: \_\_\_\_\_  
Vehicle Cost: \_\_\_\_\_  
Fuel Cost: \_\_\_\_\_  
Total Cost: \_\_\_\_\_

Comments: