



# REQUEST AND AUTHORIZATION FOR TECH VEHICLES

SECTION 1:  
Instructions  
read  
carefully

1. ALL areas in Section 2 must be filled out. Reserve as far in advance as possible. (An itinerary must be attached for bus trips).
2. Motor Pool Office must approve this request prior to trip. (Pink copy is for your file) Pick up credit card if needed from Administrative Services. Fuelman card is provided for you.
3. Present white copy to the Motor Pool Office when picking up keys. If during non-working hours, present white copy to Campus Police.
4. After completing trip, fuel vehicle, park in lot in proper location, and fill out log sheet. Leave log sheet in vehicle. Drop vehicle keys in red box outside parking lot.
5. Fill in Odometer reading in Section 4 and return white copy of request and gas receipts to the Motor Pool Office. Return credit card and receipts to Administrative Services.

SECTION 2:  
please  
complete  
entire  
section:

**ALL DRIVERS must be approved based on the driver training class!!**

Requesting vehicle use for a trip to Shreveport  
departing at 7:00 (a.m.), noon, p.m., mid), May 8 2014  
returning at 5:00 (a.m., noon, p.m.), mid), May 8 2014  
Number making the trip: Staff 1 Students \_\_\_\_\_ Dept. Comptroller Box 19  
Purpose of trip: Fraud Training  
Dept. Head Approval: \_\_\_\_\_ Driver's Name: John Doe  
(Print)  
Dean Approval: \_\_\_\_\_ Dept. Code: 12-0130-2014

SECTION 3:  
Motor Pool  
Use (only)

Vehicle No: \_\_\_\_\_ Signed: \_\_\_\_\_

SECTION 4:  
please record  
mileage here  
(as well as on  
vehicle log).

Ending Mileage: \_\_\_\_\_  
Beginning Mileage: \_\_\_\_\_  
Trip mileage: \_\_\_\_\_

Charge: \$ \_\_\_\_\_

No. **381**