

Student Organization & Sport Club Fleet Services Vehicle Request Form

submit to Student Org Business Office (157 IMU)

| | |
|-----------------------|-------------------------|
| Name of Organization: | Name of Contact Person: |
| Phone Number: | E-mail: |
| Destination: | Purpose: |

Vehicle Will Be Picked Up*

MO DAY YR HOUR

Vehicle Will Be Returned

MO DAY YR HOUR

TYPE OF VEHICLE (number of seatbelts)

- Midsize Sedan (5)
- Minivan (7)
- Cargo Van (2)
- Large SUV (6-9)
- Box Truck (3)
- ¾ ton truck (5)
- Accessible van

Will you be leaving a personal vehicle? YES NO

If yes, please provide:

License Plate Number: _____

State: _____

Vehicle Make (Ford, Toyota, etc.): _____

Would you like an IPASS (Illinois) or K-TAG (Kansas) transponder for tolls? YES NO

Primary Driver

| | | | |
|-------|---------|---------|---------------|
| Name: | HawkID: | E-mail: | Cell Phone #: |
|-------|---------|---------|---------------|

Secondary Driver

| | | | |
|-------|---------|---------|---------------|
| Name: | HawkID: | E-mail: | Cell Phone #: |
|-------|---------|---------|---------------|

Secondary Driver

| | | | |
|-------|---------|---------|---------------|
| Name: | HawkID: | E-mail: | Cell Phone #: |
|-------|---------|---------|---------------|

Secondary Driver

| | | | |
|-------|---------|---------|---------------|
| Name: | HawkID: | E-mail: | Cell Phone #: |
|-------|---------|---------|---------------|

Number of Passengers: _____ Passengers are: Staff Students Other: _____

MFK for payment:

| | | | | | | | | | |
|------|-----|------|----------|-----------------------------------|--------|--------|--------|----|----------|
| Fund | 49 | 4690 | Sub-Dept | Grant/Program (account number) | 6058 | 000 | D-acct | Fn | 0000 |
| | Org | Dept | | | I-acct | O-acct | | | Cost Ctr |