

Request for Motor Vehicle

CHECK BOX FOR VEHICLE TYPE

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15 PASSENGER BUS _____

FOR FACILITIES USE ONLY

DOCUMENT NUMBER G

DATE OF REQUEST

OFFICE PHONE #

TMA WORK ORDER #

DEPARTMENT NAME

CAMPUS ADDRESS

ACCOUNT NUMBER(S) TO BE CHARGED:

_____ - _____ - 750920 - _____
BUDGET NUMBER

AMOUNT/%

_____ - _____ - 750920 - _____
BUDGET NUMBER

AMOUNT/%

NAME OF DRIVER	
PHONE NUMBER (DURING VEHICLE USE)	
DATE(S) & TIME(S) OF RESERVATION	
DEPARTURE DATE & TIME	RETURN DATE & TIME
DESTINATION	

AMOUNT OF CHARGE
End of Trip _____
Beginning of Trip _____
Miles Driven _____
Rate per Mile _____
Mileage Charge _____
Minimum Daily Charge _____
Fee for Driver _____
Driver's Meals _____
Total Charge _____

REASON FOR TRIP & OTHER COMMENTS:

I HEREBY CERTIFY THAT I HAVE A VALID DRIVERS LICENSE.

I AGREE TO EXERCISE DUE CARE, COURTESY AND SAFETY WHILE USING THE VEHICLE ASSIGNED TO ME.

NUMBER OF KEYS GIVEN

SIGNATURE OF DRIVER

I HEREBY CERTIFY THAT BUDGETED FUNDS ARE AVAILABLE AND THAT SUCH FUNDS CAN BE USED FOR THIS PURPOSE.

DATE

DEPARTMENT HEAD(S)

DATE

DEAN/DIRECTOR/OTHER (IF APPLICABLE)

CREDIT ACCOUNT: 130100-600340-791050-7100

General Information

Reservations -

- Vehicles must be used for University related business.
- Temporarily reserve your date of rental by calling FPO Service Operations Center (SOC) at 543-4331.
- To finalize your reservation a Request for Motor Vehicle form must be completed, and returned to South East Bldg. Suite 116, with all areas filled out, to include:
 - *Correct* Budget Number
 - Authorized Signatures (Responsible for budget and authorizing the assigned driver)
 - Department Head
 - Dean/Director (if applicable)
- A Request for Motor Vehicle form must be submitted for EACH vehicle requested. For example, if you are renting both of the 15 passenger vehicles a separate form must be submitted for each.
- SOC reserves vehicles on, a first-come first-serve basis
- Reserve a vehicle when needed. If you must pack/load vehicle the night before departure or leaving very early, include that timeframe in the reservation dates. Access before reservation date won't be permitted.
- A Request for Motor Vehicle must be on file at Facilities SOC office before keys will be issued.
- **CANCELLATIONS** must be made 24 hours prior to the reservation of the vehicle.

Billing-

- Vehicle cost is calculated through two ways; mileage or minimum usage rate.
 - Mileage is taken before and after the rental, the mileage annotated is then used to calculate the cost.
 - Calculated Cost **below** Minimum Usage Rate - You will be billed the minimum usage rate.
 - Calculated Cost **above** Minimum Usage Rate - You will be billed based off of the accumulated mileage.
 - There is always a minimum usage charge for each vehicle rental (varies each fiscal year). This charge is *not* in addition to mileage charges.
- Cost calculations will be annotated on the original Request for Motor Vehicle form. A copy of this form will be sent through campus mail, to the address annotated on the request form, as a receipt of calculated charges.

Driver Requirements -

- All drivers must be employees of University of Central Missouri and have a valid driver's license
 - A driver can be provided by Facilities for trips contingent upon their availability
- Instructions with general information, accident procedure and fuel credit cards are in the glove box.
- Return the vehicle to the motor pool lot.
 - 7:00am-5:00pm - Return keys to the Facilities office (room 116).
 - After 5:00pm - Return keys to the drop box located by the northeast entrance door.