

## PUC College Vehicle Reservation

PUC GL# to charge: \_\_\_\_\_ Vehicle(s) # \_\_\_\_\_ /Type \_\_\_\_\_

Date of Request \_\_\_\_\_ Person Requesting: \_\_\_\_\_

Department/Club/Person \_\_\_\_\_

Office Ext No: \_\_\_\_\_ Cell No: \_\_\_\_\_

# Passengers: \_\_\_\_\_ Driver(s): \_\_\_\_\_ Cleared? \_\_\_\_\_

Dates of Trip: \_\_\_\_\_ Date/Time to Pick Up \_\_\_\_\_

Vehicle Return Date/Time: \_\_\_\_\_

Destination: \_\_\_\_\_

NOTE: If the vehicle is for PERSONAL USE, please complete separate page to deduct charges from payroll.

I agree to the terms of use for this vehicle:

\_\_\_\_\_

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Date: \_\_\_\_\_

**IMPORTANT INFORMATION:**

When returning the vehicle, please:

- Fuel (actual cost applies unless it has been refueled before returning)
- Make sure all items (including garbage) have been removed
- Return the keys: (\$25 charge for unreturned keys; \$100 for computer chip keys)
  - For vans and trucks: place the keys inside the yellow cup within the glove box
  - For other vehicles: leave the keys under the floor mat on the driver's side
- Lock the doors.
- After hours, park the vehicle near the gate

Extra charges may apply should any of the above be left undone.

**Office Use Only:**

**Vehicle Picked Up:** Date: \_\_\_\_\_ / Time: \_\_\_\_\_

**Vehicle Returned:** Date: \_\_\_\_\_ / Time: \_\_\_\_\_

# Days traveled \_\_\_\_\_ @ \$ \_\_\_\_\_ per day = \$ \_\_\_\_\_

Unreturned key Charge: = \$ \_\_\_\_\_

Fuel Charge: = \$ \_\_\_\_\_

Cleaning Charge: = \$ \_\_\_\_\_

Vehicle Damage Charge: = \$ \_\_\_\_\_

Other Charge/Description: = \$ \_\_\_\_\_

**Total Amount Due:** \$ \_\_\_\_\_