

SUV Reservation Request

Campus or Department:	
Requestor's Name:	
Requestor's Phone #:	
Today's Date:	
Are you requesting just one or both SUV's?	
What is the date range that you need the SUV(s)? (Please give from pick-up date to return date)	
What date/time will you be needing to pick up the SUV?	
What date/time will you be returning the SUV?	
What event will you be attending?	
What city is the event being held?	
Who will be driving the SUV?	
Has this person been cleared by Risk Management to drive district owned vehicles?	
Will you be transporting students?	
Cell phone # of the driver in case of emergency or issue with not returning the vehicle timely:	

Please provide two business days for the Business Services Dept. to confirm your reservation or to decline your request. If you do not hear back from us after two business days, please follow-up with us to ensure that we received your request. Thank you.