

CENTRAL UNIFIED SCHOOL DISTRICT - REQUEST FOR RENTAL VEHICLE

The Rental Request Form and all supporting documentation must be submitted at least thirty (30) days prior to the vehicle pick up date in order to allow enough time to reserve the vehicle and create the Purchase Order.

DATE REQUEST SUBMITTED:

DATE REC'D BY TRANSPORTATION:

SCHOOL/ DEPT./ ORGANIZATION:

REASON FOR TRIP:

BILL TO: (Check only one of the boxes below)

☐ BILLING CODE:	FU	RE	PY	GO	FN	OB	SI	RP	MG
RENTAL						560021			
or						571000			
DISTRICT VAN									
☐ OTHER: (i.e.. ASB, Club, Booster, Outside Organization)	MUST ATTACH COPY OF PO or AUTHORIZATION								
BILLING INFORMATION:									

CHEVRON CARD: (If you need a fuel card for your (out of town) trip, please list your funding string below.)

	FU	RE	PY	GO	FN	OB	SI	RP	MG
FUEL CODE						430009			

Trip requires board approval ☐ YES ☐ NO If yes, please list board approval date:

Trip requires signed Travel Request ☐ YES ☐ NO If yes, please attach signed copy of Travel Request.

TRIP INFORMATION:

(Please follow business hours for each)	DATE	TIME
Pick Up from Transportation/Enterprise		
Drop off at Transportation/Enterprise		

Please list times within Transportation or Enterprise business hours. If a driver does not show up to Enterprise at the reservation time, we cannot guarantee a vehicle will be available.

No Vehicles will be authorized for pickup during a Foggy Day Delay.

DESTINATION(S):

OF PASSENGERS: # OF DRIVERS: (List below)

All driver's must be cleared prior to submission of this request. Please list the cleared driver(s) below.

REQUESTED BY: EMAIL: EXT:

APPROVED BY: AUTHORIZED BY: Site Administrator Transportation

TRANSPORTATION USE ONLY	Reservation/Vehicle Information	
	TOTAL CHARGES ----->	