University of Louisiana at Monroe Auto Services

Requested by: _____ **Date Submitted:** _____

Dept._____ **Account No.**_____**Phone:** _____

Purpose:

Destination: _____ **Driver:**_____

No. Passengers: Faculty/Staff _____ Students _____ Other _____

Keys or vehicle will be picked up at _____ (hour) on _____ (date)

Scheduled departure: _____ (hour) on _____ (date)

Scheduled return: _____ (hour) on _____ (date)

Type of Vehicle Requested: Automobile
(select one)

If Other, describe: _____

If bus is requested, who is in charge during the trip: _____

APPROVED BY:
Department Head: _____ (print) _____ (sign) _____ (date)

Dean: _____ (print) _____ (sign) _____ (date)

Business Affairs - VP for Business Affairs
(if destination is out of state) _____
(sign)

Vehicle and/or keys must be picked up at Auto Services between the hours of 7:30 a.m. to 4:00 p.m., Monday through Thursday and 7:30 a.m. to 11:00 a.m. on Friday

Credit Cards for gasoline purchases must be obtained from the Purchasing Department.

Vehicle Assigned: _____

Submitted completed forms must be submitted to Anthony Martin at mmartin@ulm.edu or Ralph Payne payne@ulm.edu 3 business days prior to departure.