

**ALABAMA STATE UNIVERSITY
STATE OF ALABAMA MOTOR POOL
RESERVATION FORM**

TO REQUEST A STATE MOTOR POOL VEHICLE.

Fill in all requested information (please print or type). Submit to Department of Transportation at least ten (10) business days prior to trip by email mjohnson@alasu.edu or fax to 334-229-4405 (Attn Lewis Black). **Reservations are subject to vehicle availability.** Call 229-4413 if you have questions.

*****When requesting a vehicle, the rental period cannot exceed five consecutive days. If you need a vehicle for more than five days, you must notify the Department of Transportation at (334) 229-4413 and the dispatcher when you check the Motor Pool vehicle out. The dispatcher will modify your request to show your extended travel dates. Failure to follow this procedure may result in the employee being held personally responsible for the use of the vehicle and disciplinary action, up to and including termination.**

TODAYS DATE _____ REQUESTED BY: _____

OFFICIAL TRAVEL FORM # _____ DEPARTMENT: _____

DEPARTMENT HEAD SIGNATURE _____
(Must have signature authority)

DEPT. PHONE _____

EMAIL: _____

****VEHICLES MUST BE PICKED UP MONDAY – FRIDAY, 6:30 A.M. – 5:30 P.M ****

REQUESTED DATE/TIME OF PICK-UP: _____(date) _____(time)

REQUESTED DATE/TIME OF RETURN: _____(date) _____(time)

DESTINATION: _____

DRIVER NAME (Please print) _____

I understand that when requesting a vehicle, the rental period cannot exceed five consecutive days.

Driver's Signature

***Confirmation of vehicle will be sent via email.**

OFFICE USE ONLY

Date Vehicle Assigned: _____

Date Vehicle Must Be Returned to State Motor Pool _____