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 ____________________________