VEHICLE REQUEST FORM – PART II

Requestor	*Department/Sport*	*Extension*

Signature: _____

In addition to completing this form, attach one or both of the following request forms as appropriate:

- *Bus Request.*
- *Request for Use of District/College and/or Rental Vehicle(s).*

DAY	DATE	LOCATION *Include complete address with location*	DEPART SCC	RETURN SCC	*OFFICE USE ONLY:* CONFIRMATION AND/OR CHARTER ID #

ADMINISTRATIVE APPROVAL: _____ DATE: _____

Dean or Administrator Signature

APPROVED COPY OF THIS FORM WILL BE SENT TO DEPARTMENT ADMINISTRATOR/SUPERVISOR AND REQUESTOR ONCE REQUEST IS CONFIRMED BY SCC-ADMINISTRATIVE SERVICES OFFICE.