

APPLICATION TO OBTAIN UNIVERSITY VEHICLE ON ASSIGNMENT

Vehicle assignments are for a 1-month minimum. Please allow 2 weeks after submission of form for vehicle availability. Email completed form to Fleet Services at vehiclereservation@ad3.ucdavis.edu or ckendrick@ucdavis.edu. For questions contact Casey Kendrick at 530-752-5023.

Department:	_____	Campus:	_____
Requester's Name:	_____	Phone#	_____
E-Mail:	_____		
Business Contact:	_____	Phone#	_____
E-Mail:	_____		
Principle Driver:	_____	Phone#	_____
E-Mail:	_____		

Accounting Information:	Dafis FAU#:	_____
4-Digit ID#	_____	or Accounting String: _____

Type of Vehicle Requested:	_____	Date Needed:	_____
Length of Time Needed:	_____	Indefinite	
Where will this vehicle be parked:	Lot# _____	Building	_____

Justification: (instruction, research, service function, etc) _____

Indicate Area of Travel: _____

Type of Use:	Field:	Local:
	Highway:	Other:

Estimate Average Miles to be Traveled (choose one): Daily: _____ Monthly: _____ Annually: _____

For Pickup or Truck:	Type of Load:	_____
	Estimated Weight of Load:	_____
	Size and Weight of Trailer Pulled:	_____

If this vehicle will be replacing a vehicle currently assigned to your department, what is the current vehicle number? # _____

Print Name of Department Head: _____

Signature of Department Head and Date: _____

FLEET SERVICES USE ONLY: Notes: _____

Vehicle # Assigned: _____

Date: _____