



Account Number

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Date (mm/dd/yyyy)

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Vehicle Rental Request Form

Organization Name (full name): _____

SOFC or Fiscal Account #: _____

Travel Dates & Time: _____
(Date) (Time)

to _____
(Date) (Time)

Type of Vehicle: Chevy Malibu | Crown Victoria | 7-passenger minivan | Cargo Van
(circle) 8-passenger Van with Cargo | 12-passenger Van | 11-passenger Van

How Many: _____

Destination: _____

Purpose of Trip: _____

Indicate the relationship to your organization of all persons traveling (place a check next to each one that applies):

Group Members/A&M Affiliated Students: _____

Minor Children (under the age of 18): _____

*Must have approval of Director

** Non A&M Affiliated Travelers: _____

Any Other Special Circumstances: _____ (Give Details below!)

** If non A&M Affiliated people are traveling with you, please give us specifics (example: spouses, guests visiting for a conference, etc.)**

By signing below, the above named parties agree to the terms and conditions outlined in the preceding pages which include, but are not limited to the following: Vehicles will be used for official business only. Named TAMU Employee WILL accompany the group on ALL out of town trips. The Student Organization will be responsible for all costs, including any post-travel. Only approved drivers will drive the vehicle(s). The group agrees to abide by TAMU Rules and Regulations at all times.

Advisor: _____
(Printed Name)

Phone: _____ Email: _____

(Signature)

Department & Title: _____

TAMU Employee: _____
(Printed Name)

Phone: _____ Email: _____

(Signature)

Department & Title: _____

Contact Person: _____
(Printed Name)

Phone: _____ Email: _____

(Signature)

President: _____
(Printed Name)

Phone: _____ Email: _____

(Signature)

Treasurer: _____
(Printed Name)

Phone: _____ Email: _____

(Signature)

Office Use Only:

Reservation #'s: _____