

**GUSTAVUS ADOLPHUS COLLEGE
VEHICLE AUTHORIZATION AND INVOICE # _____**

Part 1 and Part 2 must be completed before a vehicle can be picked up. Minimum Charge - \$25.00.

Additional Charges: Removal of Seats - \$15.00, Late Return - \$15.00/day, Minimum Clean-Up - \$25.00.

Hours for Key Pickup: check online at www.gustavus.edu/motorpool/

1. AUTHORIZATION:

Department to be Charged:		Authorized Driver(s):	
Purpose of Travel:		Destination:	
Departure DAY & Date:	Time:	Account # to be Charged:	
Return DAY & Date:	Time:	Account # to be Charged: 00-63600000-76000	
Trip Authorization Signature:		Authorized Person's Position / Contact #:	

2. DISPATCHING:

Vehicle Number:		Type:	
Dispatcher Signature:		Date:	
Keys Checked Out By:		Date:	Time:

3. DRIVER – PLEASE COMPLETE ITEMS IN BOLD PRINT:

PRE-DRIVE SAFETY CHECK: ___ Fuel ___ Lights ___ Tires ___ Wipers
Vehicle Damage/Condition notes:

~ALWAYS LOCK THE VEHICLE WHEN UNATTENDED!!!! The College is not responsible for lost or stolen items.

BEGINNING Mileage:	
RETURN Mileage:	* Leave this invoice in the vehicle on seat.
Keys Returned By:	Miles Driven:
Date:	Time:
Please note any vehicle problems*:	

4. BILLING

_____ X _____ Miles/Cents: (or minimum charge)	\$ _____
Additional Charges:	\$ _____
TOTAL CHARGE:	\$ _____

In case of Emergency/Incident: Call Campus Safety at 507-933-8888 (24 Hours/Day)

Accident/Incident Forms are located in the vehicle and online at the Motor Pool website: www.gustavus.edu/motorpool/
Please fill out and return to Campus Safety w/in 24 hours.