

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 Credited: 00-63600000-76000
Trip Authorization Signature:		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:	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.