

**University of North Carolina School of the Arts
Administrative Vehicle Use
Financial Services Chevy Uplander Van**

Requester: _____

Traveler: _____

**Department/
School:** _____ **Account:** _____

Destination: _____

**Department Budget Authorization
Signature:** _____

Pickup Date: _____ **Pickup Time:** _____

**Print Name of Person Picking Up
Keys:** _____

Copy of the drivers license must be on file with Financial Services

Return Date: _____ **Return Time:** _____

**Print Name of Person Returning
Keys:** _____

**Signature of Person Returning
Keys:** _____

Purpose of Trip: _____

1. Faculty go to staff member
2. Staff member call x3302 to check vehicle calendar for availability
3. Staff member fills out form and obtains authorized signature
4. Staff member sends form to Financial Services

Return Completed Form to Financial Services