

BLUEFIELD STATE COLLEGE MOTOR POOL REQUISITION

NOTE: Vehicle Registration and Insurance information, the fuel card and fuel card information are located in the glove compartment or storage area.

Date:		Fund/Account No:			
DEPARTURE INFORMATION	Month	Day	Year	Time	Beginning Mileage
RETURN INFORMATION	Month	Day	Year	Time	Ending Mileage
Name of driver(s):					
<input type="checkbox"/> Administrator	<input type="checkbox"/> Faculty	<input type="checkbox"/> Adjunct Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Temporary Staff	<input type="checkbox"/> Approved Registered Student

All drivers and passengers must be BSC employees or enrolled BSC students. Operation and passenger requirements by non-employees are restricted to persons working or participating in official college programs. All student drivers must be at least 21 years of age and have an approved Student Vehicle Operation Request form with a copy of their valid license on file in the Physical Plant at least two weeks before departure.

Destination and Purpose of this trip: _____

Total number of passengers including driver traveling during this approved activity: _____ Also state the total number of students traveling during this approved activity: _____	Type of vehicle requested: Sedan _____ 15 Passenger Van (includes driver) _____ Traverse 8 Passenger (includes driver) _____ 7 Passenger Mini-van (includes driver) _____	_____ Signature of Person Requesting Vehicle _____ Approval of Department/Division Head _____ Approval of Major Administrator
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PLEASE NOTE ANY MECHANICAL DEFICIENCIES BELOW IMMEDIATELY UPON RETURN FROM SCHEDULED ACTIVITY

All fuel sales tickets and receipts for normal and emergency purchases must be returned with this completed form immediately upon the completion of your trip.

This section to be completed by Maintenance/Motor Pool.

Vehicle Tag:	Total Miles:	Rental Fuel Card Number:	
Were the vehicle and fuel card returned at time stated?	Did driver notify CMP of any delays?	Did driver indicate any mechanical deficiencies upon return?	Did driver indicate any other problems?

Comments:

