



University of Victoria

MOTOR VEHICLE POOL
CAMPUS SECURITY SERVICES

Request for Rental Vehicle

Please contact the Motor Pool at 250-721-6683 to check vehicle availability prior to submitting this form.

Department:		Requested by: (Print Name)	
Phone:		Date of Request:	
Period Required: FROM _____ Date Time		TO _____ Date Time	
Destination:		Purpose:	
Principal Driver: (Print Name)		Number of Passengers:	Gas Credit Card Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
NOTE: 1. University vehicles may only be used on University business. There are no exceptions. 2. Driver(s) must provide a photocopy of their drivers license(s) 3. Rental vehicles are expected to be returned in reasonably clean condition as when released, free of garbage and without excessive soil or stain on carpets and upholstery. The Renter whose signature appears below gives consent that any cost for cleaning such soiled areas will be charged to the requesting department's FAST account.			
FAST Acct No. - - - - - - - - - -		Account Name:	Authorized Signature:

Motor Pool Services Use Only

OUT	Date:	Time:	Odometer:	Vehicle No.
	_____	_____	_____	
IN	_____	_____	_____	
			Km. used:	

CHARGES:

_____ Days @ _____ per day = _____

_____ Weeks @ _____ per week = _____

_____ Months @ _____ per month = _____

_____ Km @ _____ per Km = _____

TOTAL: _____