



UNIVERSITY OF WASHINGTON

REQUEST FOR LONG-TERM ASSIGNMENT OF MOTOR POOL VEHICLE

MOTOR POOL OPERATIONS

Date

** One Vehicle Request Per Form **

Use this form when all 3 of these criteria are met:
1. Vehicle is to be rented for more than 30 days.
2. Vehicle is to be driven more than 1,000 miles each month. If mileage is expected to be less than 1,000 per month, please explain in detail why a waiver should be granted.
3. Departmental approval must come from the Dean or other management authority.

Please type or print

REQUEST

Name of Requestor, Title, Email Address, Department, Campus Mail, Phone, Type of Vehicle Requested, Rental Period, Beginning, Ending, Budget Name, Budget Number

Reason for Request

MOTOR POOL COMMENTS

Motor Pool Comments area

Two signatures are required. Include job titles. These signatures must be persons authorized to give approval.

AUTHORIZATION

Signature of Requester, Title, Date, Signature of Department Head, Title, Date, Motor Pool Use Only (Date Received, Availability, Approval Status, Vehicle Class, Vehicle Assigned, Assignment Date)