

CORNELL COLLEGE

Request for Vehicle Rental

Requested by _____

Department/Organization _____

Car _____ 15-Passenger Van _____ 12-Passenger Van _____ Mini-Van _____

Number of Persons Traveling _____

Departure Date _____ Departure Time _____

Return Date _____ Return Time _____

Drop off point: Facilities Management _____ Sports Center _____

Destination _____

Purpose _____

Special Requests/Needs (i.e., removal of rear seat, etc.) _____

Driver(s) _____

(List all persons who will be driving the vehicle. Drivers must be 20 years of age and meet the College's driver eligibility requirements.)

Budget to be Charged _____ Account # _____

Approval of Divisional Contact Person (sign and print): _____

Telephone and FAX of Division Contact: _____

For Budget Rental Use:

Please acknowledge approval or denied of this request within one business day.

Request Approved _____ Denied (Unavailable) _____

Signature: _____ Date _____