

Catawba College
 2300 W. Innes Street
 Salisbury, NC 28144
 704-645-4565

Vehicle Request Form

Requests should be made to the Facilities Dept. at least 2 weeks prior to departure to secure transportation
No reservation confirmation will be made until form is received.

Vehicle(s) Requested Rental Van (93.73 per day plus tax & gas)
 Rental Car (specify :compact, full, suv, mini van)

*Prices vary depending on type of vehicle used.

PLEASE READ ALL INFORMATION PRIOR TO SIGNING FORM

Department	Account Number to be Charged	Date and Time <u>departing</u>	Date and Time <u>returning</u>
Purpose of Trip and Destination:			

No more than a total of 15 on van		A list of exact passengers is due prior to departure
	7	13
	8	14
3	9	15
4	10	
5	11	
6	12	

Catawba College is not responsible for personal belongings left in vehicles
Report accidents to 704-645-4565 during working hours and 704-637-4000 after working hours
Always obtain a police report when there is damage to a vehicle.
Cell phones and hand held devices are NOT to be used while operating rental vehicles
Driver is responsible for requiring all passengers to use seat belts

Signature/Date

Please be sure to fill vehicle prior to return to avoid additional charges.
Facilities does not have credit cards for fuel charges.