

## **INSTRUCTIONS FOR FILLING OUT YOUR MOTOR VEHICLE REQUEST FORM**

Please make sure that the following information is included:

1. Please indicate pick-up date and time (if pick-up time is before 8:00am the vehicle will have to be picked up the evening prior to your travel date, before 5:00pm).
2. Please indicate return date and time (if return time is after 5:00pm or on a weekend the vehicle and keys should be left at Public Safety unless otherwise instructed).
3. Vehicle request must be turned in 2 weeks in advance or as soon as possible in order to ensure availability.
4. Please indicate the type and number of vehicles requested (If you need a driver please indicate on form).
5. Make sure you have all required signatures, before your MVR is submitted to Finance & Administration for review for possible approval. Finance & Administration will submit the approved MVR to Motor Pool Division to proceed with your request.
6. On all request for Enterprise Rental Vehicles must have the name and cell number of the individual designated to operator the rental vehicle.
7. Enterprise Rental Vehicles have unlimited mileages. You only need to input the type of vehicle requesting and amount per day for the type of vehicle requesting.
8. Enterprise Rental Vehicles approximate daily cost: Car \$50.00, Mini Van \$75.00, Small SUV \$75, Pickup \$100, Large SUV \$100 and 15 passenger Van \$100 all per day cost to be utilize on MVR form.

**IT IS VERY IMPORTANT THAT YOU MAKE SURE YOUR REQUEST IS APPROVED BY FINANCE & ADMINISTRATION DEPARTMENT AND YOU HAVE THE CORRECT CHARGEBACK ACCOUNT NAME AND ACCOUNT NUMBER ON YOUR MVR FORM**