

**Texas Woman's University
Van Request Form**

Please state below how many vehicles of each type you are requesting (i.e. 1, 2, 3, etc.) fill in all applicable information and send c'lqto 'hqt'gcej xgj lerg'tgs wgrngf "q'Hekkkgu'O cpci go gpv('Eqputwvkap'xk"go clr'cvhrggugtxleguB y wQf w0

Vehicles require 48 hour notice and keys must be picked up prior to 4 p.m.

In case of Emergency please call: Dan Knabe 940-465-4090 or Larry Shead 940-783-1479

VAN _____

VAN with special needs _____

Requesting Department: _____ Phone: _____

Fuel Credit Card Needed: Yes [] No [] Number of Passengers: _____ Estimated travel miles: _____

Purpose: _____

Destination: _____

Departure Date(s) _____ Departure Time(s) _____

Return Date(s) _____ Return Time(s) _____

Each person named must provide the Auto Shop staff a valid Driver-Authorization Card along with a valid driver's license and this paperwork in order to obtain keys to the vehicle(s) assigned.

A Driver Authorization Card may be requested through Enviromental Health and Safety website.

Driver(s) 1. _____ Authorization # _____ Faculty [] Staff [] Student []

2. _____ Authorization # _____ Faculty [] Staff [] Student []

3. _____ Authorization # _____ Faculty [] Staff [] Student []

Requesting Employee (signature) *Date*

Account Approver (signature) *Date*

Department Account No. _____

Email Address Required _____

DO NOT WRITE IN THE SPACES BELOW

CONFIRMATION

Approved: Yes [] No []

Assigned Vehicles _____

Office of Facilities Management *Date*