

**Request For Use Of University Vehicle  
Sul Ross State University  
Alpine, Texas 79832**

Form GS-14 (rev 3/12)

\*Submit to Physical Plant Operations\*

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

I request the following vehicle(s) for use by this department for the purpose of conducting official or officially sponsored sponsored University activities.

Purpose of Trip (Use reverse side if more space needed) \_\_\_\_\_

VEHICLES:	Date Departure:	Date Return:	Driver	License # /State
(1) _____ # _____	____/____/____ m	____/____/____ m	_____	_____
(2) _____ # _____	____/____/____ m	____/____/____ m	_____	_____
(3) _____ # _____	____/____/____ m	____/____/____ m	_____	_____
(4) _____ # _____	____/____/____ m	____/____/____ m	_____	_____
Destination/route (1) _____	(2) _____	(3) _____	(4) _____	
Number of Passengers (1) _____	(2) _____	(3) _____	(4) _____	
Account Number _____				

**Unauthorized Passengers**

All trips involving University vehicles are for official state business only. Spouses, children or friends may generally not travel in University vehicles unless otherwise approved by the University President on a case by case basis.

I certify that this trip involving my absence (and the absence of students) from the campus has been officially authorized by the undersigned departmental approval.

I agree to submit to the Physical Plant Operations Office the keys, credit card #s, and required mileage report immediately upon return of the vehicle.

\*Please ensure your use of university vehicles is in compliance with the Sul Ross State University Administrative Policy manual - 3.01 TRAVEL REGULATIONS (Revised 10/08) D. University Vehicle.

Departmental/Account Manager approval:

\_\_\_\_\_  
Departmental Approval Date

**PHYSICAL PLANT USE ONLY** \_\_\_\_\_



Quick Links

Home Apply & Register Academics Student Services Campus Life About SRSU Administration Alumni Grants Affiliates



Facilities Planning, Const. & Ops.

- Physical Plant
  - Physical Plant Services
  - Physical Plant Staff
  - Energy Program

SRSU Home » Administration » Finance & Operations » Facilities Planning, Const. & Ops. » Physical Plant

# Physical Plant

The Sul Ross State University Physical Plant Operations is a customer-driven facilities maintenance and operation department dedicated to the success of the university community. For information about current job opportunities, see the [employment page](#).

## Departments

- Building Maintenance
- General Services
- Grounds Maintenance
- Utilities Maintenance

## Forms

Use these forms to submit work orders and other requests.

- Central Receiving & Supply Materials Requisition
- Vehicle Request Form (PDF, 20 KB)
- Work Request Form

## State Agency Energy Savings Program

Each state agency is to establish an energy conservation plan and set goals to reduce usage of electricity, natural gas and gasoline. Sul Ross State University's Energy Conservation Plan and reports for this program are [available online](#).

[Lou Pauls]

### Physical Plant

Physical Plant Complex  
Box C-107  
Alpine, Texas 79832

Phone: (432) 837-8085  
Fax: (432) 837-8396

### After-Hours Calls

(432) 837-8100

Eddie Natera  
Assistant Director

Martha Serrano  
Administrative Secretary

Stacy Ontiveroz  
Secretary

### Useful Links

Natural Gas Notice  
(PDF, 7 KB)



Sul Ross State University  
P.O. Box C-114  
Alpine, Texas 79832  
(432) 837-8011

Contact SRSU



[Lou Pauls]