

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

Form GS-14 (rev 1/14)

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.

I understand that as the driver/operator, I am responsible for complying with all Texas State University System and University policies as well as state laws. Any violations of such laws resulting in fines, citations, etc. will be my financial responsibility and I agree to immediately and timely resolve all such issues.

*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

<p>PHYSICAL PLANT USE ONLY _____</p>
