

VAN RENTALS REQUESTS – eff. July 2010

Please access the vehicle rental online form at:

<http://blogs.middlebury.edu/facilities/online-forms/vehicle-rental-request/>

Vehicle Rental Request << Facilities Services - Windows Internet Explorer

http://blogs.middlebury.edu shelburne museum

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Vehicle... Home Feeds (1) Print >>

...interacting with our staff and requesting services.

Vehicle Rental Request

College Affiliation Faculty/Staff Member

Requestor

Requestor Name Joanna Shipley (required)

eMail Address shiplej@middlebury.edu (valid email required)

Phone x5438 (required)

Accounting

Department/Organization Biology Department

Banner Index DFBIOL (required)

Account Code 706220 (required)

Activity Code

Done Trusted sites 100%

Please type Joanna's name, email, and extension in this section.

Please type this info unless charging to another account.

DFBIOL is our index

706220 is the "account code"

! Include your course activity code: e.g. BIO140, or your own (e.g. NNNWRD)

Vehicle Request - Facilities Services - Windows Internet Explorer

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Vehicle

Type of Vehicle (required)

Driver(s)

Please note that anyone who wants to drive a College vehicle must have a College drivers license.

Primary Driver's Name (required) ← Your name here

Additional Drivers

Check this box if ANY driver is UNDER 21

Trip Information

This section self-explanatory...

Departure Date (required)

Departure Time (required)

Return Date (required)

Return Time (required)

Destination

Reason For Travel

Notes

Done Trusted sites 100%

Your name here

This section self-explanatory...

For additional dates, you can use "Notes" or submit a separate form for each date.

The confirmation will come to Joanna, and she will forward it on to you.