

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 shipley@middlebury.edu (valid email required)

Phone x5438 (required)

Accounting

Department/Organization Biology Department

Banner Index DFBIOL (required)

Account Code 706220 (required)

Activity Code

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)

Done Trusted sites 100%

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

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.

Done Trusted sites 100%