

Request for State Car

Vehicle Requested:

Requestor's Name:

Date of Request:

Department:

Charge (Account Number):

Dept. Phone No.:

Date Needed:

Time Needed:

Est. Return Date:

Est. Return Time:

Destination:

Purpose of Trip:

Submit this form at least 4 days, but not earlier than 10 days before scheduled departure. Mail the form to the Physical Plant Office -- PLEASE NOTIFY THE PHYSICAL PLANT OFFICE IF YOUR TRIP IS CANCELED OR POSTPONED.

The phone number at the Physical Plant is ext. 172. All requests must have an original signature; therefore requests **cannot** be faxed or e-mailed.

Administration Approval:

Date:

Defensive Driving Certificate: Yes No

Valid New Mexico Driver's License Number:

I verify that I do have a current, valid New Mexico driver's license.

Signature:

Date: