

THE PENNSYLVANIA STATE UNIVERSITY  
 Fleet Operations - Abington Campus

RESERVATION/AUTHORIZATION FOR USE OF UNIVERSITY VEHICLE

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

Driver (Please type or print)  
 Name: \_\_\_\_\_

No. Travelling  
 In Vehicle: \_\_\_\_\_

PSU ID Office  
 Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Destination: \_\_\_\_\_

Office  
 Address: \_\_\_\_\_

Pick up Date and Time: \_\_\_\_\_ a.m.  
 p.m.

Purpose: \_\_\_\_\_

Use Date and Time: \_\_\_\_\_ a.m.  
 p.m.

Return Date and Time: \_\_\_\_\_ a.m.  
 p.m.

\*\*\*\*\* CHARGE TO: \*\*\*\*\*

Dept Ref No	Post Code	Budget No.	Fund Name	Fund No	Obj Cl	Proj No

Please fill in all information requested and forward completed original form to Security, 107 Rydal.  
 Make a copy for your records.

Driver's Signature  
 (Driver must be a faculty or staff member)

Approved-Budget Administrator/Executive

\*Before obtaining approval signatures, please call Security (ext. 7422) to be sure a vehicle is available for the date(s) requested.