

Care rentals are for Student Association related business only.

- The Student Association is responsible for payment of the daily rental which has been approved by the Programming Board and the Budget and Finance Committee.
- The student who signs the car rental agreement is responsible for any damage and/or tickets. If there is damage there is a \$100.00 deductible that the student will be responsible for.
- The rental car must be returned on time. If it is not, the student will be responsible for any additional amount.

PLEASE TYPE OR PRINT CLEARLY. ANSWER ALL QUESTIONS.

THIS FORM MUST BE SUBMITTED AT LEAST 14 DAYS IN ADVANCE.

Date submitted \_\_\_\_\_

Name of Organization \_\_\_\_\_ Account Number \_\_\_\_\_

Detailed description for use of car \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Day/Date \_\_\_\_\_ Pick up Time \_\_\_\_\_ Return Time \_\_\_\_\_

Destination \_\_\_\_\_

Responsible person/Driver \_\_\_\_\_ Phone \_\_\_\_\_

Address (if on campus, please include room number) \_\_\_\_\_

\_\_\_\_\_

Students who will be in the car/van PLEASE PRINT 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_

If more students are going to be in the car, please list additional names on back.

**Attach a Purchase Order Request to this form.**

Completed Purchase Orders will be sent directly to the car rental company with this name. Only this person is authorized to drive the vehicle as a representative of the Student Association. You are responsible for the vehicle at all times including any traffic/parking violations issued while it is in your possession. The Student Association will only pay for dates and items approved on this request. You will pay the additional charge for vehicles not returned by the specific time.

I understand that I will be responsible for all traffic/parking violations issued while the vehicle is in my possession and for additional charges for not returning the vehicle on time.

I understand that if I do not adhere to these rules I will lose my car rental privileges.

Signature \_\_\_\_\_ Date \_\_\_\_\_