

VEHICLE CHECK-OUT AUTHORIZATION



Physical Plant

A MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM

This will authorize _____ to use the University vehicle
for

for the period of- DATE: _____ TIME: _____

Expected time vehicle will be returned to University DATE: _____ TIME: _____

Account (s) to be charged:

_____	_____	_____
		Driver
_____	_____	_____
		Driver's License #

*Credit Card and any
receipts used must be
returned upon
completion of trip.*

Approval

Approval

BUSINESS OFFICE USE ONLY

Date Keys/Log Book Returned

Miles Traveled

Business Manager

Total cost

Approved for Use

Disapproved for Use

White- Business Office/Posting
Canary- Approving Authority
Blue- Physical Plant