

## STATE VEHICLE USE REQUEST

*Directions: Complete this form at the Facilities Services Office (or employees) or the Student Life Office (for students) in order to receive the vehicle keys. Return this form to Facilities Services when returning the vehicle.*

**Vehicle:**      Make/Model: \_\_\_\_\_      License: \_\_\_\_\_

**Person Checking-out Vehicle:**

Name: \_\_\_\_\_      Date: \_\_\_\_\_

Signature: \_\_\_\_\_: I acknowledge I am responsible and will be liable for ensuring College policy and procedures for using State vehicles are followed