

CORNELL COLLEGE
Request for Vehicle Rental

Requested by _____

Department/Organization _____

Car _____ 15-Passenger Van _____ 12-Passenger Van _____ Mini-Van _____

Number of Persons Traveling _____

Departure Date _____ Departure Time _____

Return Date _____ Return Time _____

Drop off point: Facilities Management _____ Sports Center _____

Destination _____

Purpose _____

Special Requests/Needs (i.e., removal of rear seat, etc.) _____

Driver(s) _____

(List all persons who will be driving the vehicle. Drivers must be 20 years of age and meet the College's driver eligibility requirements.)

Budget to be Charged _____ Account # _____

Approval of Divisional Contact Person (sign and print): _____

Telephone and FAX of Division Contact: _____

For Budget Rental Use:

Please acknowledge approval or denied of this request within one business day.

Request Approved _____ Denied (Unavailable) _____

Signature: _____ Date _____

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Procedures for Vehicle Rental

- The requester completes “Request for Vehicle Rental” form.
- The requester submits the completed vehicle request form to the divisional contact person. The divisional contact person will fax the request form to Budget Rental with a copy to Facilities Management.
- Budget Rental will confirm the availability of a vehicle with the divisional contact person. The divisional contact person will send a copy of the confirmation to the requester and to Facilities Management. If a vehicle is not available, the requester should reschedule the trip or arrange for students to carpool. The reimbursement rate for student drivers is 24 cents/mile.
- Budget Rental will deliver the vehicle to Facilities Management. The keys will be given to Facilities Management. The delivery/return invoice will be left in the rental vehicle.
- The requester picks up the keys from Facilities Management between the hours of 8 a.m and 3:30 p.m. (The requester is responsible for making arrangements for picking up the keys if s/he is unable to do so during these hours.)
- The requester picks up the gas credit cards from the divisional contact person.
- Prior to departure, the requester is responsible for inspecting the vehicle and completing the departure information on the delivery/return invoice (departure date and time, odometer reading, fuel level, etc.).
- Upon return, the requester is responsible for filling the gas tank and returning the vehicle to Facilities Management. The requester is also responsible for removing trash from the vehicle, inspecting the vehicle, and completing the return information on the delivery/return invoice (return date and time, odometer reading, fuel level, etc.). If any damages occur to the vehicle during the time of rental, those damages should be reported under the heading of “Problems/Additional Information” on the delivery/return invoice. There will be an additional charge to the department for vehicles that require fueling, cleaning, and/or repair. The delivery/return invoice should be left in the rental vehicle.
- The requester locks the vehicle and leaves the keys at Facilities Management (or in the drop box at Facilities Management, if after regular working hours).
- Gas credit cards and gas receipts should be given to the divisional contact person within 24 hours of return. The requester must write his/her name on the gas receipts.
- Budget Rental will send the invoice to the Business Office. The invoice will then be sent to the divisional contact person, who will in turn check the invoice for accuracy and return it to the Business Office for payment.