Central Receiving Vehicle Rental Form

University of Wisconsin - Green Bay
2420 Nicolet Drive Green Bay, WI 54311-7001

INSTRUCTIONS:

- Call Central Receiving to make arrangements for vehicle.
- Allow 3 days advanced notice.(465-2215)
- Print this page.
- Fill out Rental Form and have department head sign and approve. (the budget codes must be filled in for charge back purposes)
- Record the date, time of departure, and mileage (prior to leaving) on the sheet.
- Turn form in to Central Receiving when trip is completed.

Date: ___________________

UDDS Codes:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Organization</th>
<th>Program</th>
<th>Sub-Class</th>
<th>Budget Year</th>
<th>Project</th>
</tr>
</thead>
</table>

DEPARTMENT HEAD APPROVAL: (print and sign) ________________________________

______________________________

DRIVERS NAME: (print)____________________________________________________

PURPOSE OF TRIP:_________________________________________________________

DESTINATION:_____________________________________________________________

(Note: Mileage does not need to be reported if truck stays on campus)

VEHICLE CHECKED OUT: Date _________ Time ________ Mileage________________

VEHICLE RETURNED: Date ____________ Time ___________ Mileage _________

Total Miles __________

NOTE ANY PROBLEMS OR DAMAGE: ____________________________________________

_________________________________________________________________________

Fee Memorandum (PROCEDURE)