

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:

Spend Category Fund Program Sub-Class Budget Year Project

Spend Category (SC +5 Digits)	Fund (FD +4 Digits)	Program or Gift (Ex. PG or GF + 9 Digits)	Function (FN + 4 Digits)	Cost Center (CC +6 Digits)	Budget Year	Additional Worktag

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: _____
