



Northern Maine Community College
Vehicle Request Form

Date: _____

Driver(s): _____

Requested By: _____

Vehicle Needed:

- Bus
- Car
- Mini-van

Destination: _____

Dates Needed: _____

Account to be charged:

- General Operating
- TRIO
- On Course for College
- Perkins
- Other: _____

Departure Time: _____

Return Time: _____

Department:

- Administration
- Arts & Sciences
- Business Office
- Business Technology
- Continuing Education
- Development Office
- Library
- Nursing / Allied Health
- Student Affairs
- Trade & Technology
- Workforce Development

Signature of Requester:

Travel Authorized By:

Forward vehicle request form to Kelly Dooner

Please Note: Before filling out this form, contact Kelly Dooner at extension 2810
or nkdooner@nmcc.edu to check availability of the vehicle you wish to use.
Please notify at least two business days in advance of your request to ensure vehicle
is prepared for usage.

Updated: 8/10/21