

**Northern Maine Community College
Vehicle Request**



Driver(s) of Vehicle(s): _____

Date: _____

Requested By: _____

Type of Vehicle:

Mini-Van

15 Passenger Van

Car

Destination: _____

Gas Credit Card Needed

Yes

No

Account to be charged:
(Check One)

Gen. Operating Fund

TRIO

DOL

Tech Prep

Perkins

Other _____

Department

Date(s) Needed: _____

Administration

Academic

Business Technology

Trade Tech

General Ed

Allied Health

Student Affairs

Development/PR

Business Office

Continuing Education

Time:

Depart _____

Return _____

Travel Authorized By: _____

Forward vehicle request form to Julie Clark

Please Note: Before filling out this form, check with Julie Clark at extension 2714 for availability of the type of vehicle you wish to use. At least two business days hours notice is needed to assure the vehicle is ready.