

**FLEET OFFICE
VAN AUTHORIZATION FORM**

THIS FORM MUST BE RENEWED ANNUALLY BY REGISTERED ORGANIZATIONS AND AUTHORIZED BY
THE OFFICE OF STUDENT PROGRAMS

DATE: _____

ORG NAME: _____

ACCOUNT # _____

The following people **may reserve** the MHC vehicles for our organization:

1. _____ ext. _____ 2. _____ ext. _____

3. _____ ext. _____ 4. _____ ext. _____

5. _____ ext. _____ 6. _____ ext. _____

The following people have attended a Fleet Orientation Class & **may drive** for our organization:

- We realize that we must notify the Fleet Office of any changes.

1. _____ ext. _____ 2. _____ ext. _____
fuel # _____ fuel # _____

3. _____ ext. _____ 4. _____ ext. _____
fuel # _____ fuel # _____

5. _____ ext. _____ 6. _____ ext. _____
fuel # _____ fuel # _____

We understand that:

- The van will not be reserved for our organization until this form is on file at the Fleet Office.
- We must have an account with the Comptroller's Office for billing penalty charges and the means for paying charges
- Our organization members have read and understand the Fleet regulations.

CHAIR/CO-CHAIR'S SIGNATURE

CHAIR/CO-CHAIR'S SIGNATURE

TREASURER'S SIGNATURE

This organization is registered for 2002-2003

Office of Student Programs or Residential Life Representative

Date

Please return this form to the Fleet Office when completed. If you have any questions, you can call the office M-F 10am-3pm (Academic Year) at x2826.