

# TRANSPORTATION SERVICE CENTER

## Request for Services

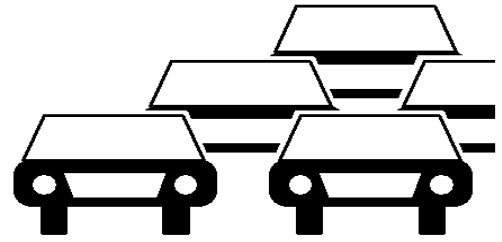
College Station, TX 77846-1376

Fleet Office (979) 845-5846

fax (979) 845-3026

Fuel Office (979) 862-8662

fax (979) 845-6327



Name of Department

Contact Person

E-Mail Address

Phone #

Fax #

Mail Stop #

### ACCOUNT INFORMATION

System Part

Account Number

Sub Account

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### AUTHORIZING SIGNATURE

Signature

Date

For office use only

Department

Initials

Processed

Reservation #

Vehicle #

Made by

### LONG TERM LEASE

Long term rental (If this is a new request, describe the type of vehicle you would like to have in the space provided below.) \_\_\_\_\_

Request for state fuel cards

Begin Date: \_\_\_\_\_

Begin Time: \_\_\_\_\_

End Date: \_\_\_\_\_

End Time: \_\_\_\_\_

Destination: \_\_\_\_\_

Driver: \_\_\_\_\_

Vehicle Type: (Please Circle)

Intermediate Sedan

Full Size Sedan

7 Passenger Mini-Van

8 Passenger Van w/ Cargo

12 Passenger Van

15 Passenger Van

Cargo Van

2nd Choice \_\_\_\_\_

**Pick Up** or **Delivery** (Please Circle)

Delivery Info:

Parking Lot # \_\_\_\_\_

Building Name & Room # \_\_\_\_\_

Special Instructions: \_\_\_\_\_