

# 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:

Account	Fund	Organization	Program	Sub-Class	Budget Year	Project

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: \_\_\_\_\_

\_\_\_\_\_  
 Fee Memorandum ([PROCEDURE](#))