

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
PEMBROKE, NC
VEHICLE REQUEST/INVOICE

ALL VEHICLE OCCUPANTS SHALL WEAR SEAT BELTS

DATE

REQUESTING DEPARTMENT		ACCOUNT NO.		EST. MILEAGE	
PURPOSE OF TRIP		DESTINATION			
NO. OF PASSENGERS		VEHICLE TYPE REQUESTED () SEDAN () MINI VAN () STATION WAGON () VAN			
TRAVEL TO START (DATE-TIME)	TRAVEL TO FINISH (DATE-TIME)	APPROVAL OF DEPT. HEAD OR AGENT (SIGNATURE)			
*DRIVER'S SIGNATURE		DRIVER'S LICENSE NO/STATE		DATE-TIME	ODOMETER
				START	
*SIGNATURE OF THE OPERATOR CERTIFIES THAT THE OPERATOR MEETS ALL LEGAL REQUIREMENTS TO DRIVE A MOTOR VEHICLE IN THE STATE OF NORTH CAROLINA				DATE-TIME	ODOMETER
DRIVER'S COMMENTS (PLEASE NOTE ANY MECHANICAL OR OTHER PROBLEMS WITH THE USE OF THE VEHICLE.)				FINISH	
				RATE	TOTAL MILES
CELLULAR PHONE CHECK OUT PHONE NUMBER CHARGER () YES () NO		VEHICLE NO.		TOTAL AMOUNT \$	
		LICENSE TAG NO.			

Photostatic copy of license must be on file with Motor Pool Office.