

Student Organizations using a "90000" FOAP **MUST** submit an authorized SFC (Student Finance Committee) form to Facilities Operations at least three (3) business days prior to date of intended use.

<b>ORGANIZATION:</b>	<b>DATE:</b> _____
Name:	INDEX: _____
Phone Number:	FUND: 9 0 0 0 0
Signature:	ORG: _____
OCMR:	ACCOUNT: 7 2 8 1
Email:	PROGRAM: 9 9

Organization leader is required to submit a **WORK ORDER** at least three (3) business days prior to the date of intended use. Copy / paste the following template into work order description section.

- Type of vehicle (select from comparison chart): \_\_\_\_\_
- Date and time of departure: \_\_\_\_\_
- Date and time of return: \_\_\_\_\_
- Final Destination City / State: \_\_\_\_\_
- First and Last Name of MVR approved driver/s: \_\_\_\_\_
- Department and phone number: \_\_\_\_\_
- FOAP (Submit SFC form if FOAP starts with "90000"): \_\_\_\_\_

TYPE OF VEHICLE	PEOPLE	BAGS	DAILY RATE *	# VEHICLES	# DAYS	TOTAL COST
Economy / Compact Car	4-5	2	\$34.25			
Intermediate / Standard Car	4-5	3-4	\$36.00			
Full Size Car	5	4	\$38.75			
Intermediate / Standard SUV	5	4-5	\$63.75			
7 Passenger Minivan	7	5	\$66.25			
Pickup Truck <i>(driver must be 21 years of age)</i>	4	3-4	\$75.00			
Full Size SUV	7	3	\$87.50			
12 Passenger Van <i>(driver must be 21 years of age)</i>	15	2	\$126.50			
<b>Estimated cost:</b>	-	-	-			

*\* Rates updated 10/18/2021. Rentals are billed in 24 hour increments. These rates do not reflect the VLF Recovery Fee – this fee recovers the costs to license, title, inspect, plate and pay personal property taxes on rental vehicles. It is charged by all rental companies. Student Organization is responsible for paying for gas.*

SFC will guarantee payment up to \$\_\_\_\_\_. SFC will not reimburse beyond the guaranteed amount including extraneous miles and days. Please submit this form at least two (2) weeks before it is needed due to processing time. Attach your mileage statement or other normal proof of purchase to this form and return to the Office of the Student Treasurer. Please keep a copy of this voucher for your records as a proof of sale.

Advisor (Sign / Print / Date): \_\_\_\_\_

SFC Treasurer (Sign / Print / Date): \_\_\_\_\_