

Request for Long-Term Lease of a University Vehicle

Vehicles approved for a lease are owned by Transportation Services. Assignment of a vehicle obligates the user to operate in accordance with applicable rules and regulations printed in the University Travel Regulations section 70 and in Licensed Motor Vehicle Policy section 245.

Transportation Services phone: 517-353-5280 Email: mpool@ipf.msu.edu.

Indicate the number, body style, or type of vehicle(s) preferred:

Number of Vehicles _____

1st Choice - Type _____

2nd Choice - Type _____

Note: Selection does not guarantee availability.

Required from: _____ to _____

Estimated mileage per month: _____

Purpose for which vehicle(s) will be used (be specific about location and type of use):

Driver	Lease Contact (submits odometer reading*)	Telephone
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Date	Department	Account Number
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Department Head Signature Or Dean or Admin. Head Signature