

Request for Long-Term Lease of a University Vehicle

Vehicles approved for a lease require a 3 month minimum agreement and 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. Lease must be renewed when driver, vehicle class, or term of the lease changes.

Transportation Services phone: 517-353-5280; Fax: 517-353-4510; 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.

Date required from: _____ to _____

Estimated mileage per month: _____

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

Lease Contact (submits odometer reading*)

Telephone

Date

Department

Account Number

Department / Admin. Head or Dean Signature

Printed Name