Broward Community College

Opening doors to a brighter future

VEHICLE RELEASE AUTHORIZATION

Date Prepared _____

GENERAL

1) COST CENTER NUMBER	2) COST CENTER NAME	3) PHONE NO.

4) PURPOSE

❑ Administrative ❑ Instructional ❑ Club Use_____

❑ Other (Specify)_____

5) DESTINATION	6) AUTHORIZED DRIVER	7) VEHICLE NO.

8) AUTHORIZED OFFICIAL (MOTOR VEHICLE SUPERVISOR)

_____ SIGNATURE _____ DATE SIGNED

DISPATCH

9) CHARGE CARD PACKET NO.	10) DATE AND TIME ISSUED	11) RECIPIENT OF TRAVEL PACK (including credit cards)

12) RECIPIENT OF KEYS	13) ISSUED BY	14) DATE OF DEPARTURE

DRIVER CERTIFICATION:

"I have read and understand the instructions pertaining to the use of this vehicle."

_____ DRIVER SIGNATURE _____ DATE SIGNED

RETURN INFORMATION

15) DATE OF RETURN	16) STARTING MILEAGE	17) ENDING MILEAGE	18) MILES TRAVELED

19) EXPENSES INCURRED (Attach itemized receipts and explain)

NOTE: USE OF COLLEGE CREDIT CARDS ARE FOR COLLEGE VEHICLES ONLY

20) REPORT OF ACCIDENT (Secure copy of police report, case number, name of officer making report)

21) MALFUNCTIONS NOTED (explain)

22) DRIVER RETURN CERTIFICATION

I have returned vehicle keys and/or Travel Packet Number(s)_____ this date, and the above information is, to the best of my knowledge, an accurate record of the Trip/Activity.

_____ Driver's Signature

FOR OFFICIAL USE ONLY

23) REVIEWED BY	24) DATE

ACCOUNTING

– FOR ACCOUNTING INFORMATION USE ONLY –

25) COST CENTER NO. CHARGEABLE	26) COST CENTER NAME	27) AMOUNT

28) ACKNOWLEDGED BY AUTHORIZED OFFICIAL (Signature)	29) TITLE	30) DATE SIGNED

DISTRIBUTION: White-Accounting Yellow-Requesting Department (after trip) Pink-Motor Vehicle Supervisor