



Vehicle Check-In Sheet

I, _____ have received the keys to the following vehicle and understand that the people listed are those who have authorization to drive this vehicle.

Approved Drivers: (must have a driver's license release form on file in HR to be able to drive an RMC vehicle)

Vehicle: 2010 Ford 12 Passenger White Van License # DGA309 (SOUTH)

Where did you travel to: _____

Beginning Mileage: _____

Ending Mileage: _____

Is the van parked in the parking lot North of Prescott Hall? Yes ___ No ___

If no, where is it parked? _____

I have completed the following before returning this vehicle, and I understand that my department may incur charges if I did not complete the following:

- _____ Fill the gas tank.
- _____ Clean van inside and out.
- _____ Return the vehicle to the parking lot North of Prescott Hall.
- _____ Return the keys and this Vehicle Check-In Sheet to the Assistant of the Academic Vice President in Morledge-Kimball 312. Office hours are 8:00 a.m. - 4:00 p.m. Monday-Friday.
- _____ Record mileage information.
- _____ Report any issues, damage to the van incurred before or during your use.

Please note issues and/or damage here*:

Signed: _____ Date: _____

Cell Phone/contact no: _____

*Please report if the gas tank has not been filled, any damage or problems to the Academic Vice President's Office as soon as possible.