

**State of Oregon
DAS Statewide Fleet Administration**

Motor Pool Checkout Card Request or Cancellation - Form 07-005

2009 - 2011

A valid Motor Pool Checkout Card **must be presented** at the time a vehicle is dispatched. If one is not presented, the customer may be turned away. This card is authorization for vehicle use and the information is used to bill the agency.

Agency must notify DAS Fleet immediately if the Motor Pool Checkout Card is no longer authorized for use. Agency is responsible for all vehicle charges until DAS Fleet is notified of card cancellation.

Please specify purpose of request

- Request new checkout card(s). (fill out sections A - B)
- Cancel card #(s) (four digits at bottom left of card) _____, _____, _____, _____ (fill out section A)

Six-Digit Agency Number 580500	Quantity of Cards Requested
Index	
Agency Name University of Oregon	
Unit/Section Name	
Contact Name	
Mailing Address	
City	Zip
Phone	
E-mail	

REQUESTING AGENCY APPROVAL

I authorize issuance of Motor Pool Checkout Cards for the agency accounts referenced on this application. I understand the Motor Pool Checkout Card will be used within the guidelines established in all applicable Administrative Rules, Oregon Statutes, and Agency Policies.

Signature of Agency Head or Designee Printed Name Date

MOTOR POOL USE ONLY

Card Numbers <input type="checkbox"/> Issued <input type="checkbox"/> Canceled _____ _____ _____	Billing Approval: _____ Date: _____ Entered/Canceled: _____ Date: _____ Proofed and Mailed: _____ Date: _____
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Deliver or Fax to: DAS Statewide Fleet Administration, 1100 Airport Rd SE, Salem, OR 97301-6674
Phone: (503) 378-4377 Fax: (503) 378-5813
www.oregon.gov/DAS/SSD/FLEET