

MEMO FOR FLEET VEHICLE RENTAL

Department of Fleet Services
Phone (530) 752-0787
vehiclereservation@ad3.ucdavis.edu
Fax (530) 754-9400

Date: _____

Department Name: _____

Contact Person: _____

Phone Number: _____

This memo authorizes _____
Name of person picking up vehicle

to rent a _____
Type of vehicle (sedan, truck, van, cargo van)

for travel to _____, for the purpose of _____.
Destination

The vehicle will be picked up on _____ at _____ and
Date Approx. Time

returned on _____ at _____.
Date Approx. Time

Please charge to account _____.
Billing ID/DaFis Account

Authorized Signature

Print Name