



**VEHICLE REQUEST FORM  
FLEET SERVICES**

4000 Brookpark Rd.  
Phone (216) 661-2800 • Fax (216) 661-5520

Please fill out completely  
Requesting person, please fill out top section and have Dept. Supervisor fill/sign 2nd section.

**DRIVER'S  
INFORMATION**

Department Requesting Use of Vehicle(s) \_\_\_\_\_  
Destination \_\_\_\_\_  
Print \_\_\_\_\_ Sign \_\_\_\_\_  
Driver(s) \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email Address \_\_\_\_\_

Pick-up Date \_\_\_\_\_ Time \_\_\_\_\_ Return Date \_\_\_\_\_ Time \_\_\_\_\_

TYPE OF VEHICLE NEEDED:  Sedan  7 Pass. Van w/seats  
 Cargo Van  Mini Van w/one seat removed  
 12 Pass. Van  Mini Van w/both seats removed

**AUTHORIZING  
DEPT./DIVISION  
HEAD**

Signature \_\_\_\_\_ Contact No. \_\_\_\_\_ Index Code \_\_\_\_\_  
Contact \_\_\_\_\_ Email \_\_\_\_\_  
Chargeback rates will be applied.

**FLEET SERVICES  
USE ONLY**

Approved  Disapproved:  
Reason for disapproving request \_\_\_\_\_  
Signature \_\_\_\_\_

**HOURS OF OPERATION ARE MONDAY - FRIDAY, 7:00 A.M. TO 4:00 P.M.  
VEHICLES MUST BE RETURNED/PICKED-UP BEFORE 4:00 P.M. NIGHT DROP BOX AVAILABLE.  
COUNTY GARAGE DOES NOT PROVIDE PARKING OR PICK-UP AND DROP-OFF SERVICES TO CUSTOMERS**