

GREAT LAKES CENTER

Vehicle Request and Scheduling

Person Requesting:	Phone:
Department:	Trip Name:

Departure Date:	Time:	AM	Return Date:	Time:	AM
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Person in Charge:	Phone:
Vessel to be Used: 12 Passenger Van (See attached vehicle policy)	Expected Mileage?
Destination:	
Describe Any Hazardous Material or Equipment Carried:	
Any Other Special Requirements?	
Please List Field Station Equipment Needed:	
Briefly Describe the Work to be Conducted:	

Your Signature	Phone
Field Station Manager	878-5625 Phone

This form must be received by the field station manager one week prior to departure date. All equipment, personal effects and garbage are to be removed upon completion of the trip. A mileage log must be filled out for each trip upon completion. Please note any problems/ repairs needed on that form. Thank you for helping us better help you.

Please return this form to the Great Lakes Center Field Station by fax at (716) 878-5035
 Or by email to clapsamd@buffalostate.edu Any questions, call (716) 878-5625
 If returned by email, please click "save as" and use your last name for the file name. You will need to sign this form upon arrival at the Field Station prior to your departure.

Administrative Use Only

Mileage Out:	Mileage In:
Vehicle Condition:	