

# VEHICLE RELEASE AUTHORIZATION

See instructions and Motor Pool regulations in *Business Policies and Procedures Manual 95.35*.

**Facilities Operations  
Washington State University**

Requisition No.
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CARS Reference No.
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Requisitioning Department	Fund	SFund	Prog.	Budget	Project	Distribution	

Request Rental Period	From: Date	Time	To: Date	Time
Destination			Purpose	
Driver's Name			Driver's License Number	
Departmental Approval	<i>An authorized departmental official other than the traveler approves the travel and the related expenditures. See 95.35. By approving this activity, the authorized departmental official certifies that the requested vehicle will be used only for official University business in compliance with University policy.</i>		Departmental Signature	Typed or Printed Name
Driver's Responsibility	<i>I understand that upon release of this vehicle to me, I am fully responsible for its care and use. I will comply with all rules and regulations pertinent to the operation of university-owned vehicles.</i>		Driver's Signature	