

DAS Statewide Fleet Administration

Motor Pool Checkout Card Application

2007-2009

The motor pool checkout card must be presented by the customer at the time a vehicle is dispatched from the motor pool. If one is not presented, customer may be turned away. The information on this card is used to bill the agency for vehicle use through the motor pool billing. Please fill out this form completely. All fields are required. Please print clearly.

Agency Number:

Number of Cards Requested: _____

Cost Center:

Agency Name: _____

Division: _____

Contact Name: _____

Mailing Address: _____

City: _____

Zip: _____

Phone: _____

Email: _____

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

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/

FOR OFFICE USE ONLY

CARD NUMBERS ISSUED: _____ BILLING APPROVAL: _____ DATE: _____

_____ MAILED: _____ DATE: _____
