

FLEET SERVICES DIVISION RENTAL REQUEST FORM MP-2

(Alteration of this form is prohibited)

Department / Agency _____

Division: _____

Requested Location for pick-up: Carson City Reno Las Vegas CAMPUS _____

Vehicle Requested Date/Time: _____ Flight #: _____

(Mandatory) **NOT FLIGHT TIMES**

Vehicle Return Date/Time: _____ Flight #: _____

(Mandatory) **NOT FLIGHT TIMES**

Destination: _____

Type Of Vehicle: Compact Intermediate Premium Special Off Road EV / Under 100 Miles Other: _____
(Sedan, 4X4, SUV, etc.)

Contact Name & Phone: _____

Driver's Name: _____

Driver's Email: _____

Driver's Mobile Phone: _____

Fiscal Email Address: _____

(mandatory)

Signature of Driver: _____

*NOTE: By signature, drivers certify that they have a valid operator's license, as defined by the Nevada Department of Motor Vehicles, in their possession while operating a state vehicle and that they are cognizant of state laws concerning misuse of state-owned vehicles.

TO BE COMPLETED BY FLEET SERVICES
License: _____
Reservation # _____
Mileage: _____
Driver's License <input type="checkbox"/> YES <input type="checkbox"/> NO Expiration Date: _____
FS Employee Initials: _____
Date/Time Out: _____

MP: _____
Budget Account # (4 digits only) _____ Agency Invoice # (5 Characters only) _____

	Phone/Fax:	Email/Address:
Carson City 6AM - 7PM	P: 775-684-1880 F: 775-684-1888	Carsonfleet@admin.nv.gov 750 E. King St Carson City
Reno 6AM - 7PM	P: 775-688-1325 F: 775-688-1309	Renofleet@admin.nv.gov 2550 Terminal Wy Reno
Las Vegas 6AM - 7PM	P: 702-486-7050 F: 702-486-7042	Vegasfleet@admin.nv.gov 7050 Ls Cienega St Las Vegas

Agencies are required to enter one line of coding. **NEW CORE.NV. CODING TERMINOLOGY**

APPROPRIATION <small>(mandatory) Appr Unit</small>	DEPARTMENT <small>(mandatory) Agency</small>	FUND <small>(mandatory)</small>	ACTIVITY <small>(mandatory) Org</small>	SUB ACTIVITY <small>Sub Org</small>	FUNCTION <small>Activity</small>	REPORTING <small>Job #</small>	Snatch N Grab? <input type="checkbox"/> YES <input type="checkbox"/> NO

CONTRACT TERMS AND CONDITIONS: The renting agency agrees to exercise all reasonable care and observe all traffic laws while using a state vehicle. Except for Acts of God, mechanical failure or identifiable third party accident fault, the renting agency will return state vehicles in the same condition as received, less normal wear and tear, and will be financially responsible for all abuse or physical damage expense. All non-reported accidents/incidents, including accidents/incidents reported after the reporting time requirements, will result in billing to the renting agency for total physical damage sustained to the state vehicle.