

Confirmation of Reservation for University Vehicles

Student Organization: _____ Date: _____

Please list the following information for all of the students who will be driving the requested vehicles.

Driver's Name _____ Safety Certificate # _____

Driver's License No. _____ Issuing State _____ Exp Date _____

Driver's Name _____ Safety Certificate # _____

Driver's License No. _____ Issuing State _____ Exp Date _____

Driver's Name _____ Safety Certificate # _____

Driver's License No. _____ Issuing State _____ Exp Date _____

Rental Period _____ Destination _____

Purpose of Trip _____

As the student officer authorized to represent my organization in these matters, I confirm that the requested vehicles will be used only within the scope of legitimate organization-sponsored program, in accordance with Northwestern University's Vehicle Policy, and that all student drivers have completed the driver training course conducted by the Office of Risk Management. In the same capacity, I also state that the organization and the members listed above hold the authorizing University official (s) free of all liability arising from the organization's use of the vehicle (s).

Officer's Signature _____ Title _____ Date _____
(Student Organization President or Treasurer ONLY)

University Official's Signature _____ Date _____

* Local travel can be authorized by Organization Advisors. Travel out of metropolitan area or that will take more than one day to complete requires an authorization from the Director of the Center for Student Involvement.

Commitment Approval/Authorization of Payment

Organization Name _____ Account No _____

This is to certify that the drivers listed above, members of the student organization affiliated with Northwestern University, has/have permission to proceed with the _____.

We approve their agreement with Motor Pool for an amount not to exceed _____.

Organization President/Treasurer

SOFO/Dept. Assistant

THIS COMPLETED FORM MUST BE SUBMITTED AT LEAST 24 HOURS BEFORE VEHICLES IS NEEDED.

FAX TO MOTOR POOL AT 847-467-2188.