

Today's Date _____

CT STATE VAN REQUIREMENTS

This form must be filled out before Purchasing can order a van

The following information is required to rent a CT State Van. Please fill out one form for EACH van you are renting.

Complete a Travel Authorization Form for out of state travel and have it signed by your Dean and the College President.

Complete a Purchase Requisition and attach a copy of this form and your completed Travel Authorization form.

All occupants of CT State Van must be a CT State employee or an enrolled student.

12 Passenger Van _____

15 Passenger Van _____

Van Driver s name: _____ Title: _____

Valid CT State Driver's License number: _____

Destination: _____

Purpose of Trip: _____

How many people: _____

Van Pick-Up Date and Time: _____

Van Return Date and Time: _____

Vans can be picked up at the LOB on Capitol Ave Monday thru Friday between the hours of 7:00AM-12:00PM or 12:30PM-2:30PM.

Weekend use of CT State Vans is allowed, but vans must be picked up on Friday and parked in the Morgan Street Garage until use. The HPA must be notified by the van driver that a State Van will be in the garage. Carey Redd of HPA needs to be notified for security purposes: careyredd@hartfordparking.com

Vans can be returned to the Capitol Ave Motor pool on a 24hr. basis by using the key drop.