

Fleet Services Division Rental Request Form

(Alteration of this form is prohibited)

Department: _____

Division: _____

Requested Date/Time: _____
(mandatory)

Return Date/Time: _____
(mandatory)

Destination: _____

Type of Vehicle: _____
(compact sedan, intermediate sedan, 4x4 suv, etc.)

Contact Name & Phone No: _____

Email Address: _____

Fax No: _____

Driver's Name : _____
*Please print or type

Driver's License Expiration Date: _____
To be completed by Fleet Services

Vehicle received by: _____
*Signature of driver

To be completed by Fleet Services	
License: _____	
Reservation #: _____	
Mileage: _____	

MP _____

Budget Account # (limit 4 digits)	(agency invoice #) (limit of 5 characters)
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<p>Phone/Fax:</p> <p>Carson City (775) 684-1880 Fax: (775) 684-1888</p> <p>Las Vegas (702) 486-7050 Fax: (702) 486-7042</p> <p>Reno (775) 688-1325 Fax: (775) 688-1309</p>	<p>Email:</p> <p>CarsonFleet@admin.nv.gov</p> <p>VegasFleet@admin.nv.gov</p> <p>RenoFleet@admin.nv.gov</p>
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*NOTE: By signature, driver certifies 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.

Agencies are required to enter one line of coding.

(Use of multiple lines of coding requires prior approval from the Fleet Services Division)

Line #	Fund	Agency	Org	Sub Org	Appr Unit	Activity	Object	Job No.	Percentage
1									
2									
3									
4									
Total Percentage must equal 100%									

To Be completed by Fleet Services
Amount

Form MP-2 (Rev 10/14)

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.