

# State Fleet Management

## Request to Rent a Vehicle

SC Budget and Control Board • State Fleet Management Office  
1430 Senate Street, 3rd Floor • Columbia, SC 29201-3710  
Tel 803-737-1516 • 803-737-1517 Fax (803) 737-1931



Please pick up the Trip log and keys from 1430 Senate Street, 3rd Floor

Today's Date \_\_\_\_\_

Name of Driver \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

Agency and Division \_\_\_\_\_

Agency ID (if known) \_\_\_\_\_

Authorizing person \_\_\_\_\_

Telephone \_\_\_\_\_

What type of vehicle would you like? (See list of Vehicle Types at right)

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Destination \_\_\_\_\_

Pickup Date \_\_\_\_\_ (Monday to Friday)

Pickup Time \_\_\_\_\_ (between 8:00 AM and 5:00 PM)

Return Date \_\_\_\_\_

Return Time \_\_\_\_\_

### Vehicle Types

- Intermediate sedan
- Compact sedan
- Intermediate station wagon
- Minivan
- Full-size van
- Cargo van

## For Use by State Fleet Management Personnel Only!

### Reservation Confirmation

\_\_\_\_\_  
*Reservation confirmed (signature)* *Confirmation No.* *Date*

### Certificate of Non-Availability

\_\_\_\_\_