Driver Authorization and Payment Approval
(Student Organization Use of Northwestern University Vehicles)
Only group officers signed in with SOFO may submit this form to SOFO

This completed form must be submitted to SOFO at least 24 hours before vehicle is needed.
(SOFO submits this form to the Motor Pool Office)
Fax to (847) 467-2188 or Email to motor-pool@northwestern.edu

Student Organization: ___________________________  SOFO Acct#: ___________________________

Rental Dates ____________________  Destination (City/State) ____________________________

Purpose of Trip ____________________________

Vehicle Information:

<table>
<thead>
<tr>
<th>Reservation No.</th>
<th>Vehicle Type</th>
<th>Deductible</th>
<th>Rate</th>
<th>Period</th>
<th>=</th>
<th>Rental Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>$ ___</td>
<td>$ ___</td>
<td>x ___</td>
<td>___ days</td>
<td>=</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>$ ___</td>
<td>$ ___</td>
<td>x ___</td>
<td>___ days</td>
<td>=</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>$ ___</td>
<td>$ ___</td>
<td>x ___</td>
<td>___ days</td>
<td>=</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>$ ___</td>
<td>$ ___</td>
<td>x ___</td>
<td>___ days</td>
<td>=</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>$ ___</td>
<td>$ ___</td>
<td>x ___</td>
<td>___ days</td>
<td>=</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$ ___</strong></td>
<td><strong>$ ___</strong></td>
<td>x ___</td>
<td>___ days</td>
<td>=</td>
</tr>
</tbody>
</table>

As the student officers authorized to represent our organization in these matters, we confirm that the requested vehicles will be used only within the scope of a legitimate organization-sponsored program, in accordance with Northwestern University’s Vehicle Policy, and that the student driver(s) listed on page 2 have completed the driver training course conducted by the Office of Risk Management. The driver(s) is(are) member(s) of the named student organization affiliated with the University and has/have permission to proceed with reservation(s) listed above.

We approve the rental agreement with Motor Pool for an amount not to exceed ______________________, to be paid through the NU Financials system from chartstring:

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FUND DEPARTMENT PROJECT ACTIVITY ACCOUNT
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President’s Signature / Date

Treasurer’s Signature / Date

Advisor’s Signature / Date

Executive Director of Campus Life Signature* ___________________________ Date _____________

*Travel over a 150-mile radius from the Evanston campus of Northwestern University during the week (or 300 miles with an overnight stay on weekends) requires the Executive Director’s approval.

FOR SOFO USE ONLY

The SOFO account above was verified for an amount of up to $________ on ___/___/____.

☐ Fly & Drive (Graduate Students Only)

SOFO Accounting Assistant/Manager

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Rev 02/17/2017 fhz
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Only students who have completed the university’s Defensive Driving Course may drive the rented vehicles.  
Each certified driver must be listed below; verified on the Risk Management website; and approved by the group’s advisor before the form is submitted to SOFO. Advisors can verify the status of Northwestern University Certified Drivers at http://www.northwestern.edu/risk/policies/university-vehicle/list-of-approved-drivers.html.

Driver 1  
Name ___________________________ Advisor approval: ____________
License No. _________________________ Issuing State _______ Exp. Date ____________
E-mail Address ____________________________ Phone ____________________________

Driver 2  
Name ___________________________ Advisor approval: ____________
License No. _________________________ Issuing State _______ Exp. Date ____________
E-mail Address ____________________________ Phone ____________________________

Driver 3  
Name ___________________________ Advisor approval: ____________
License No. _________________________ Issuing State _______ Exp. Date ____________
E-mail Address ____________________________ Phone ____________________________

Driver 4  
Name ___________________________ Advisor approval: ____________
License No. _________________________ Issuing State _______ Exp. Date ____________
E-mail Address ____________________________ Phone ____________________________

Driver 5  
Name ___________________________ Advisor approval: ____________
License No. _________________________ Issuing State _______ Exp. Date ____________
E-mail Address ____________________________ Phone ____________________________

The University Vehicle policy is available at http://www.northwestern.edu/risk/policies/university-vehicle/index.html#operational.