Driver Authorization and Payment Approval
(for Student Organization Use of Northwestern University Vehicles)

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

Student Organization:_____ Date_____

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

Driver's Name_____

Drivers License No._____Issuing State ___ Exp. Date_____

Driver's Name_____

Drivers License No._____Issuing State ___ Exp. Date_____

Driver's Name_____

Drivers License No._____Issuing State ___ Exp. Date_____

Rental Dates _____ Destination_____

Purpose of Trip_____

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 above 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 _____.

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

___ ___ ___-___ ___ ___ ___ ___ ___ ___-___ ___ ___ ___ ___ ___ ___ ___-___ ___- 75630
FUND DEPARTMENT PROJECT ACTIVITY ACCOUNT

_____ _____
President's Signature / Date Treasurer's Signature / Date

University Official's Signature*_____Date_____

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

FOR SOFO USE ONLY

The availability of funds in this account for the amount of _____was verified on_____.

_____
SOFO/ Dept. Assistant

Rev. 11/13