

**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 Motor Pool at least **24 hours** before vehicle is needed.  
**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:

Vehicle Type	Deductible	Rate	Period	=	Rental Cost
1. _____	\$ _____	\$ _____	X _____ days	=	\$ _____
2. _____	\$ _____	\$ _____	X _____ days	=	\$ _____
3. _____	\$ _____	\$ _____	X _____ days	=	\$ _____
4. _____	\$ _____	\$ _____	X _____ days	=	\$ _____
5. _____	\$ _____	\$ _____	X _____ days	=	\$ _____
Total Deductible: \$ _____			Total Rental: \$ _____		

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 drivers 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 rental 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                      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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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/services/university-vehicle-use/approved-drivers/index.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>.