DATE: ________________________ DATE SERVICE REQUESTED BY: ________________________

Type of Bus Requesting (check one): Standard Bus (Capacity of 20 Passengers) @ $42.50 per Hour □
Standard Bus (Capacity of 28 Passengers) @ $42.50 per Hour □
New Flyer (Capacity of 55-60 Passengers) @ $55.00 per Hour □

PLEASE NOTE: Minimum hours for special event is 2 hours, with 1 hour billed extra for pre/post trip checks.

Transit Service Request Detail: (Be specific concerning requirements: i.e., location, to and from, times)
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

*CONTACT PERSON: Name: ___________________________ Phone: ___________________________
Email: ___________________________ Department: ___________________________

BUDGET CODE: F ___________ O ___________ A ___________ P ___________
Please fill in all of budget code

FUNDS APPROVED BY: (Dean, Director, or Dept. Head)
Printed Name: ___________________________ Phone: ___________________________
Signature: ___________________________ Title: ___________________________

Please retain a copy – mail original to University Services Box 6992 or fax to 831-6363

FOR UNIVERSITY SERVICES ONLY
Director: ___________________________ Date: ____________ Request Entered: _______________