

UCLA*Fleet and
Transit*

VSR

Vehicle Service Request**Confirmation Number**555 Westwood Plaza, Ste 102
Mail Code 136208(800) 825-2963 Phone
fts@ts.ucla.edu Email**Forward the completed form to UCLA Fleet and Transit**Transit Operations & Rental Services (TORS)
(310) 206-2590 FaxFleet Services / Maintenance
(310) 206-5105 Fax

(1) DEPARTMENT CODE		(2) DEPARTMENT NAME		(3) REQUESTING PARTY			(4) TODAY'S DATE	
(5) BILLING ADDRESS				(6) MAIL CODE		(7) PERSON TO CONTACT		
(8) PHONE			(9) FAX			(10) EMAIL		
RECHARGE I.D. OR P.O.#		LOC	ACCOUNT	CC	FUND	PROJECT	FINANCIAL CLASS	
							SUB	OBJECT
(11)		(12)	(13)	(14)	(15)	(16)	(17)	(18)
(19) TYPE OF REQUEST	<input type="checkbox"/> VEHICLE RENTAL			<input type="checkbox"/> VEHICLE DISPOSAL		<input type="checkbox"/> BRUINBUS CHARTER SERVICES		
	<input type="checkbox"/> VEHICLE LEASE *			<input type="checkbox"/> VEHICLE MAINTENANCE		<input type="checkbox"/> DRIVER SERVICES		
	<input type="checkbox"/> VEHICLE PURCHASE *			<input type="checkbox"/> VEHICLE MAINTENANCE CONTRACT		<input type="checkbox"/> OTHER (EXPLAIN BELOW)		
Selections denoted with an * require a Vehicle Justification Form, which can be found on our website http://www.transportation.ucla.edu								
(20) PICK UP DATE AND TIME				(21) DESTINATION				
/ / : <input type="checkbox"/> AM <input type="checkbox"/> PM								
(22) RETURN DATE AND TIME				(23) PURPOSE OF TRIP				
/ / : <input type="checkbox"/> AM <input type="checkbox"/> PM								
PLEASE CHECK TYPE OF VEHICLE REQUIRED AND NUMBER (#) OF VEHICLES REQUIRED								
(24) Type	(25) #	(24) Type	(25) #	(24) Type	(25) #	(24) Type	(25) #	
<input type="checkbox"/> Intermedite Sedan	()	<input type="checkbox"/> Mini Pass. Van	()	<input type="checkbox"/> Compact Truck	()	<input type="checkbox"/> Shuttle Bus	()	
<input type="checkbox"/> Mid-size Sedan	()	<input type="checkbox"/> Full-size Pass. Van	()	<input type="checkbox"/> Mid-size Truck	()	<input type="checkbox"/> Motor coach	()	
<input type="checkbox"/> Full-size Sedan	()	<input type="checkbox"/> Mini Cargo Van	()	<input type="checkbox"/> Full-size Truck	()	<input type="checkbox"/> Low Speed Vehicle	()	
<input type="checkbox"/> SUV 5 7 8	()	<input type="checkbox"/> Full-size Cargo Van	()	<input type="checkbox"/> Med-Duty Truck	()	<input type="checkbox"/> Other (explain below)	()	
(26) SPECIAL INSTRUCTIONS COMMENTS REQUESTS								
(27) AUTHORIZED NAME			TITLE		(28) EMAIL		(29) PHONE	
SIGNATURE (IF REQUIRED):								

WE KEEP UCLA MOVING !