

VEHICLE REQUEST FORM



VEHICLE REQUEST CONTACTS:

Dean Moya, Fleet Coordinator, 505.747.2107, dean.moya@nnmc.edu

CC: hope.vigil@nnmc.edu and patriciae@nnmc.edu

VEHICLE BOOKING PROCESS

1. **Availability:** Call or email Fleet Coordinator, Dean Moya
2. **Complete this Request Form** as fully as possible and submit to Dean Moya.

REQUESTOR INFORMATION

Name of Employee/Driver: _____

Department: _____ Date of Request: _____

Dept. Billing Code: _____ Driver Email: _____

Office phone: _____ Cell phone: _____

Location of travel: _____

Date of travel: _____ Time of vehicle pickup: _____

Return date: _____ Number of passengers: _____

Driver's License # and State Issued: _____

DDC #: _____

Purpose of travel: _____

For Office use only:

Revised 6/25/18