

Vehicle Rental Agreement

Vehicles are rented on a first-come, first-served basis. If the vehicle you selected is not available, we will try to find a suitable replacement from within the Motor Pool available vehicles. All renter's must complete the record book in the assigned vehicle to include fuel, repairs/replacements, and odometer readings. The vehicle will have a full tank of fuel when the driver takes possession. Vehicles must be returned with a full tank of fuel. If vehicle does not have a full tank of fuel, Motor Pool will fill the tank and charge the account number below.

Driver Name:		Driver Phone Number:	
Department:		Driver's 9-Digit MSU ID Number:	
Travel Departure Date:		Travel Return Date:	
Travel Destination:		Driver E-mail	
Account #: Fund	Org	Program	Activity
Vehicle Information			
2005 Dodge 1 Ton <input type="checkbox"/>	2012 Dodge Ram ½ ton <input type="checkbox"/>	2014 Dodge Ram ½ ton <input type="checkbox"/>	
2011 Ford ½ ton <input type="checkbox"/>	2012 Dodge Ram ½ ton <input type="checkbox"/>	2016 Ford ½ ton <input type="checkbox"/>	
2012 Dodge Ram ½ ton <input type="checkbox"/>	2014 Dodge Ram ½ ton <input type="checkbox"/>	2016 Ford 1 Ton <input type="checkbox"/>	
Trailer Information			
24 ft gooseneck tilt <input type="checkbox"/>	24 ft gooseneck flatbed <input type="checkbox"/>	20 ft car hauler <input type="checkbox"/>	
Signatures			
By signing below, you agree to comply with the MSU Authorized Vehicle Use Policy. You further acknowledge that you have executed the Mississippi State University Business Use Agreement, Appendix A and the executed document is on file in your department office.			
Driver Signature:		Date:	
Principal Investigator/Supervisor Signature (if applicable):		Date:	
Department Head Signature:		Date:	
Administrative Use			
Date Received:			

