

UNIVERSITY OF COLORADO AT COLORADO SPRINGS  
 Department of Public Safety  
**Transportation Services**  
 Public Safety Building, 262-3528  
**Departmental Authorization Form**

**SPEED TYPE#** \_\_\_\_\_ **Department Name** \_\_\_\_\_  
 (Only one speed type per form)

Authorized Persons (PRINT)	Signature	Driver License #	Expiration Date	Ok to Request	Ok to Drive

NOTE: Individuals under the age of 18 may not drive a licensed university or licensed state owned vehicle. Individuals without a valid driver's license may not drive any university or state owned vehicle.

I, as the Department head or authorized person for the account listed above, acknowledge departmental responsibility for the vehicle, including any new body damage during the time the vehicle is checked out to this department. I further state that I have made the Transportation Center Procedures available to the authorized persons listed above.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature of Department Head or Responsible Person)

**Fees** - In addition mileage rates, the following fees apply to all vehicles:

1. \$15.00 minimum charge per day.
2. \$40.00 failure to return vehicle on time.

*Last reviewed by Claudia Ryan on September 5, 2006*