University of Colorado Colorado Springs
Department of Parking and Transportation Services, 255-3528

Department Authorization Form

Speed Type #_____ Depart. / Organization Name: _____
(Only one Speed Type per form)

Authorized Persons (PRINT)	Drivers 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 Services Procedures available to the authorized persons listed above.

Fees – In addition to 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.

_____ Date_____
(Printed name of Depart. Head or Authorized Person)

_____
(Signature of Department Head or Authorized Person)

Last reviewed by Jim Spice on 9-21-2016