

# Terrell County School District Van Rental Form

955 Forrester Drive  
P. O. Box151  
Dawson, Georgia 39842

Please complete this form and have it signed by the department administrator authorizing van rental. Your request will be processed through the appropriate office and forwarded to the central office of the Board of Education.

**EMPLOYEE NAME:** \_\_\_\_\_

**PURPOSE OF TRIP:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**DATES(S):** \_\_\_\_\_

**NAME OF EMPLOYEES TRAVELING:**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**BEGINNING MILEAGE:** \_\_\_\_\_ **ENDING MILEAGE:** \_\_\_\_\_

**VAN TYPE:** 7 Passenger \_\_\_\_\_ 15 Passenger \_\_\_\_\_

## DEPARTMENT ADMINISTRATION APPROVAL

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**ALL FUEL RECEIPTS MUST BE TURNED IN TO THE DEPARTMENT OF ADMINISTRATION.  
YOU WILL BE RESPONSIBLE FOR ANY CHARGES WITHOUT RECEIPTS.**