

# LOUISIANA CHRISTIAN UNIVERSITY

## BUSINESS OFFICE

### Requisition for LCU Van Usage

T  
R  
A  
N  
S  
F  
E  
R  
T  
O

Name: LCU Van Account  
 Account #: 220-21352-1-4959

**PLEASE NOTE:**

Prior Authorization is required in advance for all van usage prior to the event.

\*Must be printed on White Paper

QUANTITY	FULL DESCRIPTION OF MERCHANDISE	ESTIMATED PRICE
XXXXXXXXXX	<b>**BUSINESS PURPOSE OF EXPENDITURE MUST BE CLEARLY DESCRIBED**</b>	XXXXXXXXXX
Total To Be Determined After Van Usage:		

**GENERAL LEDGER ACCOUNT(S) TO CHARGE:**

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Name: \_\_\_\_\_ Number: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Name: \_\_\_\_\_ Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Requested by: \_\_\_\_\_ ID# \_\_\_\_\_ Date Requested: \_\_\_\_\_

Dept Coordinator/Division Chair: \_\_\_\_\_

**REQUIRED APPROVALS:**

**BUSINESS OFFICE USE ONLY**  
 CFO APPROVAL: \_\_\_\_\_

Area Vice-President: \_\_\_\_\_  
 Vice-President/Info Technology: \_\_\_\_\_  
 President (if over \$5000): \_\_\_\_\_

**Request to Area Vice President  
for Use of College Van**

1. State the name of faculty or staff person making request

\_\_\_\_\_

2. State the purpose and destination of the trip and tell how it is related to an educational objective of the University.

Destination:(City & State) \_\_\_\_\_

Departure Time from LCU: \_\_\_\_\_ Date: \_\_\_\_\_

Return Arrival Time to LCU: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose of Travel and Relation to School Objective:

\_\_\_\_\_  
\_\_\_\_\_

3. Please provide the names of persons traveling (a minimum of five persons is required for use of the van):

4. Please provide the name of the person to whom the University should release the vehicle.

Name \_\_\_\_\_ Driver's License No. \_\_\_\_\_

5. Please provide the budget account name and number to which the rental rate of 0.30 cents per mile is to be charged to: Account Name & Number:

For Business Office Use Only

Odometer Reading at Departure \_\_\_\_\_

Odometer Reading at Return to LCU \_\_\_\_\_

Total Miles @ \$.30/mile \_\_\_\_\_

Additional Charges (Cleaning,  
Maintenance, Damage) \_\_\_\_\_

Condition of Van after return \_\_\_\_\_