

Club Motor Pool Request

- Please complete this form so that an estimated invoice can be made.
- Two Club signers need to authorize the estimated invoice via CWU email or in-person with ID.
- Once the Club fully authorizes the estimate, SURC Accounting will submit the Motor Pool Request with Facilities. Motor Pool vehicles are subject to availability.
- Clubs that are traveling must also notify SLICE and complete a travel request.

Club Name: _____

Destination: _____

Date(s) of Travel: _____

Vehicle Type (4-5 seat sedan, 8 seat van, 10 seat van, or 12 seat van): _____

Trip Purpose: _____

Total Number of Travelers: _____

Pickup Date and Time: _____

Dropoff Date and Time: _____

Driver Information

Name	CWU email	Phone number

Name	CWU email	Phone number

Name	CWU email	Phone number

Name	CWU email	Phone number

Name	CWU email	Phone number

Name	CWU email	Phone number