

# State of Oregon

## Motor Pool Checkout Card Request or Cancellation

Form 07-005

A valid Motor Pool Checkout Card **must be presented** at the time a vehicle is dispatched. If one is not presented, the customer may be turned away. This card is authorization for vehicle use and the information is used to bill the agency.

Agency must notify DAS Fleet & Parking Services immediately if the Motor Pool Checkout Card is no longer authorized for use. Agency is responsible for all vehicle charges until DAS Fleet & Parking Services is notified of card cancellation.

**Please specify purpose of request**

- Request new checkout card(s). (fill out sections A – B)
- Cancel card #(s) (five digits at bottom left of card) \_\_\_\_\_ (fill out sections A - B)
- Reason for canceling card(s): \_\_\_\_\_

Six-Digit Agency Number	Quantity of Cards Requested
Cost Center (17 character maximum)	
Agency Name	
Unit/Section Name	
Contact Name	
Mailing Address	
City	Zip
Phone	
Email	

**REQUESTING AGENCY APPROVAL**

**I authorize issuance / cancelation of Motor Pool Checkout Cards for the agency accounts referenced on this application. I understand the Motor Pool Checkout Card will be used within the guidelines established in all applicable Administrative Rules, Oregon Statutes, and Agency Policies.**

Signature of Agency Head or Designee \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**MOTOR POOL USE ONLY**

Card Numbers <input type="checkbox"/> Issued <input type="checkbox"/> Canceled   _____ _____ _____	Billing Approval: _____ Date: _____ Entered/Canceled: _____ Date: _____ Proofed and Mailed: _____ Date: _____
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