GOVERNMENT VEHICLE AUTHORIZATION FORM

☐ Suburban ☐ Stratus

Operator's Name: _____

Operator's Driver's License Number: _____ State: _____ Expiration Date: _____

Date & Time of Departure: _____ Date & Time of Return: _____

Destination: _____

Signature of Authorizing Official: _____ Date: _____
(Associate of Operations, Operations and Maintenance Manager, Deputy Director, or Director)

TRIP RECORD

Starting Mileage: _____ Ending Mileage: _____

Was fuel tank full? Yes ☐ No ☐

Was fuel purchased? Yes ☐ No ☐

(Return vehicle with full tank of fuel. Attach fuel receipt to this form and return to Administrative Office)

Traveler's comments: _____

PROCEDURE

Prior to initiating the trip:

- Obtain written authorization from Facility Management to use the government vehicle utilizing this form.
- Obtain the keys from the First Floor Security Station at the front entrance of the NASA IV&V Facility.
- Complete the appropriate portions of the Trip Record section above.

When you return from the trip:

- Return vehicle with a full tank of fuel.
  - Utilize the government-furnished credit card and attach all receipts to this form
    (TO USE GAS CARD: Before turning off the engine, write down gas mileage. PIN is the last four digits of license number.)
  - Utilize self-service pumps
  - Use only regular grade unleaded gasoline
- Ensure the cell phone's power adaptor is disconnected.
- Remove trash from the vehicle.
- Return the keys to the First Floor Security Station.
- Return this form and all gas receipts to the Administrative Office.

GENERAL INFORMATION

In case of vehicle mechanical emergencies, call the appropriate phone number listed on the back of the credit card.

The credit card can also be used for vehicle-related purchases only (i.e., oil if low [not an oil change], windshield washer fluid, etc.).