

Driver Authorization and Payment Approval
(Student Organization Use of Northwestern University Vehicles)
Only group officers signed in with SOFO may submit this form to SOFO

24 hours
 Fax to (847) 467-2188 or Email to motor-pool@northwestern.edu

Student Organization: _____ SOFO Acct#: _____

Rental Dates _____ Destination (City/State) _____

Purpose of Trip _____

Vehicle Information

Vehicle Type	Deductible	Rate	Period	=
_____	_____	_____	_____	_____
2. _____	\$ _____	\$ _____	X _____ days	= \$ _____
3. _____	\$ _____	\$ _____	X _____ days	= \$ _____
4. _____	\$ _____	\$ _____	X _____ days	= \$ _____
5. _____	\$ _____	\$ _____	X _____ days	= \$ _____
Total Deductible: \$ _____		Total Rental: \$ _____		

As the student officer authorized to represent our organization in these matters, we confirm that the requested vehicles will be used only within the scope of a legitimate organization sponsored program, in accordance with Northwestern University

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