



FD&O/Fleet Management Division Vehicle & Equipment Rental Request

To: Fleet Management
Sara Burnam, Director

Date: _____

c/o: Cynthia Huggins, Auto. Support Specialist II
FDO-Fleet-Dispatch@pbcgov.org

Phone: 233-4566
Fax: 233-4584

From: _____
Department/Division Name

Contact Person: _____ Phone: _____

Request Information

Advantage Account *(Required)*: _____

Pick-up Date: _____ Time: _____ Return Date: _____ Time: _____

Vehicle/Equipment Type: _____ Number of Persons: _____

Destination: _____

Reason: _____

Assigned Driver/Operator*: _____

**NOTE: The driver/operator of any Palm Beach County vehicle and/or equipment will be held financially responsible for any violations incurred during the above rental period. This includes: traffic tickets/violations, toll charges, parking tickets, etc.*

Department/Division Signature of Authorized Signer

Print Name of Authorized Signer

Contact Phone

FLEET MANAGEMENT USE ONLY

Fleet Department Division Code: _____

Assigned Asset Number: _____ Date: _____