

**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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