

**State of Oregon**  
**Motor Pool Checkout Card Request Form**

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 is responsible for Motor Pool Checkout Cards once they have been distributed to the agency. DAS Fleet & Parking Services is no longer able to cancel Motor Pool Checkout Cards. Please dispose of Motor Pool Checkout Cards you no longer wish to use.

*Complete the sections below to request your Motor Pool Checkout Card(s).*

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

**REQUESTING AGENCY APPROVAL**

**I authorize issuance 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
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**MOTOR POOL USE ONLY**

Billing Approval: _____	Card(s) Created: _____	Card(s) Distributed/Mailed: _____
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