State of Utah
Department of Technology Services
1 State Office Building Floor 6
Salt Lake City UT 84114

DTS Employee Vehicle Availability Form

Date: _____

Name: _____ EIN: _____

Agency: 10 - Department of Technology Services Phone: _____

Vehicle Request Date: _____ Time: _____ PM

Vehicle Return Date: _____ Time: _____ PM

☐ State Vehicle Available ☐ Enterprise Rental Available ☐ None available

Verified by: _____ _____
Signature Please Print

Title: _____ Date: _____

Note: Verification when a State vehicle is not available must be made by the location's Motor Pool Coordinator, Office Manager or Building Manager, **Not the requestor**.

Personal vehicle usage for all In-state travel over 100 miles each way, must be pre-approved by Executive Director's Office. Please contact your Campus Admin or DTS Travel for assistance.

For Enterprise Car Rental, please contact Heidi Rollins 801-538-3462 or LeAnne Potts 801-538-3600. A 24-hour advance notice is appreciated. We encourage employees to call and check availability.