

# Department of Public Safety and Correctional Services

## Office of Property and Fleet Management

6776 REISTERSTOWN ROAD • SUITE 311 • BALTIMORE, MARYLAND 21215  
PHONE: 410-585-3754 • FAX: 410-764-4182 • EMAIL: OPFM.FLEET@MARYLAND.GOV

### OPFM VEHICLE RESERVATION REQUEST

#### INSTRUCTIONS

- Send this form to the Office of Property and Fleet Management at least 24 hours before the reservation date via email, opfm.fleet@maryland.gov, or fax, 410-764-4182.
- Reservations are pending confirmation by the Office of Property and Fleet Management staff.
- When requesting the use of a pool vehicle for multiple days, please fill out Section A indicating which days, dates and times the vehicle will be in your possession.
- Vehicles are to be returned with no less than  $\frac{3}{4}$  tank of fuel. No eating, drinking or smoking in pool vehicles.
- Please contact John Laing, (410) 585-3198 or Bonnie Keller, (410) 585-3754, if you have questions.

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Destination: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

#### **Section A** - Complete when requesting the use of a pool vehicle for multiple days.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Depart: _____	Depart: _____	Depart: _____	Depart: _____	Depart: _____	Depart: _____	Depart: _____
Return: _____	Return: _____	Return: _____	Return: _____	Return: _____	Return: _____	Return: _____

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Printed Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_