STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET ASSET MANAGEMENT

Reset Form Print Form

Interoffice Memo

TO: STATE CONTROLLERS OFFICE

From: _____ _____
AGENCY NAME DIVISION NAME

RE: _____ _____
Name of Employee (s)

Subject:

Substantiation for renting a larger vehicle rather than the contract vehicle OR for daily rate exceeding contract rate OR substantiation of rental car refueling charges OR non-contract vehicle rentals.

☐ **1. Employees Traveling Together**

Five or more employees traveling together with luggage and other belongings. More economical to rent one larger vehicle.

☐ **2. Employee is large in stature**. Please describe the circumstances and advise the make and model of vehicle rented and the make and model available for contract rate

_____

_____

_____

_____

☐ **3. Medical Problem:** A statement from a medical doctor is on file with the supervisor.

☐ 4. **Other (explain):** _____

_____

_____ _____ _____ _____
Signature-Employee's *SUPERVISOR* Date Please *PRINT* Name Title

I hereby certify that the information listed above is true and correct.