

Shuttle Reservation Request Form

Shuttle Rentals are offered by MSU University Transit Department
Phone: 662-325-0407 • Fax: 662-325-1771 • jcm88@transportation.msstate.edu
P.O. Box 6350 • Mail Stop 9568 • MSU, MS 39762

Date(s) Needed: _____	# of Shuttles _____
Destination(s): Pick up time and location: _____	
Deliver to time and location: _____	
Additional Itinerary Information: 	
Contact Information:	

Department: _____

Contact Person: _____

Phone: _____ E-mail: _____

Billing Address: _____

BANNER Account #	_____	
Fund	Organization	Program

I understand that all rentals are subject to the approval by the Director or appropriate staff. Prompt payment is required in order to prevent your account from being put on hold.

Signature: _____ Date: _____

Printed Name: _____

Office Use Only
Invoice #: _____
Payment R'cd: _____
Notes:

UPON COMPLETION: SEND THIS FORM TO JEANETTE AT MAILSTOP 9568 OR FAX: (662) 325-1771.