



City of Portland

Fleet Services Rental Request Form

Bureau: _____ Date: _____

Requester: _____

Account Code: _____

Equipment Needed (Description & Size): _____

Reason for rental request:

Limited term rental Waiting on repair Waiting on replacement Seasonal rental

Date Equipment Needed: _____ Finish Date: _____

Delivery Address: _____

Leave outside: _____

Site Contact _____ Phone: _____

Equipment Cost: _____

Rental #: _____

Equipment Equivalent to: _____

Bureau Designee Signature: _____

Finance Manager Signature: _____