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**ADMINISTRATION DEPARTMENT**

**REQUISITION FOR VEHICLE SERVICES FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VEHICLE NO:** | **VEHICLE MAKE:** | | **VEHICLE USER’S DEPARTMENT:** | | **YEAR OF PURCHASE:** |
| **LAST K/M READING:** | | **DATE OF LAST;**  **REPAIR -**  **SERVICING -** | | | |
| **PRESENT K/M READING:** | | **DESCRIPTION OF SERVICES REQUIRED** | | | |
| **K/M COVERED BETWEEN LAST SERVICED DATE AND DATE:** | | **DRIVER**  **NAME & PHONE NOS**  **SIGNATURE :** | | | |
| **VEHICLE USER:**  **NAME & PHONE NOS**  **SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE** | | **HOD OF VEHICLE USER:**  **NAME**  **SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE** | | | |
| **FLEET MANAGER/OFFICER’S COMMENT(S):** | | | | **AMOUNT:**  **QUOTED -**  **NEGOTIATED/AGREED -**  **GARAGE** | |
| **HOD ADMIN APPROVAL:**  **SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE** | | **HOD ADMIN COMMENT(S)** | | | |
| **FOR FLEET MANAGEMENT:**  **COMPLETION DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **MODE OF PAYMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |