

REQUEST FOR USE OF VEHICLE

Note: Request for use of vehicle shall be made at least two (2) days from the intended date of use. Failure to use the vehicle at the given date/time forfeits one's right to use the vehicle assigned.

1. REQUESTING OFFICE/UNIT : _____
 2. PURPOSE OF TRIP : _____
 3. NAME OF PASSENGER/S : _____

 4. PLACE OF TRAVEL : _____

 5. DATE NEEDED : _____
 6. TIME NEEDED : _____
-

REQUESTED BY:

RECEIVED BY:

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

DATE REQUESTED:

DATE RECEIVED:

TO BE FILLED OUT BY DISPATCHER

TICKET NO: _____

VEHICLE ASSIGNMENT
DRIVER ASSIGNED

VEHICLE TYPE:

NAME:

PLATE NO.:

CONTACT NO.:

REMARKS:

CHECKED BY:

DISPATCHER, GENERAL SERVICES SECTION

 DATE:
TIME:

TO BE FILLED OUT BY THE ADMINISTRATIVE SERVICE – GENERAL SERVICES DIVISION/SECTION

AVAILABLE NOT AVAILABLE
 FOR VAN RENTAL

APPROVED
 DISAPPROVED

IF DISAPPROVED, PASSENGER TO USE PUBLIC TRANSPORTATION, SUBJECT TO REIMBURSEMENT IN ACCORDANCE WITH RELEVANT GUIDELINES.

DISPATCHER, GENERAL SERVICES SECTION