

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: _____

<u>VEHICLE ASSIGNMENT</u>	<u>DRIVER ASSIGNED</u>
---------------------------	------------------------

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

<input type="checkbox"/> AVAILABLE <input type="checkbox"/> NOT AVAILABLE	<input type="checkbox"/> APPROVED
<input type="checkbox"/> FOR VAN RENTAL	<input type="checkbox"/> DISAPPROVED
	IF DISAPPROVED, PASSENGER TO USE PUBLIC TRANSPORTATION, SUBJECT TO REIMBURSEMENT IN ACCORDANCE WITH RELEVANT GUIDELINES.

DISPATCHER, GENERAL SERVICES SECTION	ENGR. EUGENE LOUIE C. TAMING OIC - Administrative Division
--------------------------------------	---