**REQUEST FOR USAGE OF VEHICLE**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | | : |  |
|  | |  | (mm/dd/yyyy) |
| 1. | Vehicle to be used, Plate No. | | | | : |  |
| 2. | Inclusive Date and Time of travel: | | | | : |  |
| 3. | Name of Authorized Passenger/s | | | | : |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. | Place or Places to be visited | **:** |  |
|  |  |  |  |
|  |  |  |  |
| 5. | Purpose | **:** |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
|  |  |
|  | Requesting Official |
|  | (Signature over Printed Name) |

|  |
| --- |
| APPROVED: |
|  |
|  |
| **ANN GERALYN T. PELIAS** |
| Chief Administrative Officer |