

# VAN REQUEST FORM

Today's date: \_\_\_\_\_

Requesting group: \_\_\_\_\_

Date Van(s) is to be used: \_\_\_\_\_

Van requested: \_\_\_\_\_ White \_\_\_\_\_ Gray

Time van to be picked up: \_\_\_\_\_ am \_\_\_\_\_ pm

Destination: \_\_\_\_\_

Total number of passengers: \_\_\_\_\_ White \_\_\_\_\_ Gray  
(Total not to exceed ten (10) including driver)

Approximate mileage: \_\_\_\_\_

Driver of vehicle: \_\_\_\_\_ White \_\_\_\_\_ Gray

Person in charge: \_\_\_\_\_ White \_\_\_\_\_ Gray

## **TOWING IS NOT PERMITTED.**

Route: \_\_\_\_\_

It is the responsibility of the requesting group to ensure that the van is returned with a full tank of gas.

Office Use:

Date received: \_\_\_\_\_ Extended use: \_\_\_\_\_

Approved ( ) Not Approved ( )