



# COMSATS University Islamabad, Vehari Campus

## Transport Section

### VEHICLE REQUISITION FORM

**(MUST BE FILLED IN COMPLETELY GIVING ALL RELEVANT INFORMATION)**

1. Capacity required a) No of person to travel: \_\_\_\_\_

2. Vehicle required: 

CAR / Hi-Ace
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Carry Van / Tractor
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Motor cycle
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BUS / Coaster
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3. **When required.** Departure Date: \_\_\_\_\_ Departure Day: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
Return back Date: \_\_\_\_\_ Return back Day: \_\_\_\_\_ Return back Time: \_\_\_\_\_

4. Nature of Duty 

<b>Official</b>
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<b>Private</b>
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 (Please Mark)

5. Purpose of Duty: \_\_\_\_\_

6. Destination: (a) Within Vehari city (b) Outstation (Mention) \_\_\_\_\_

7. Traveling: From Campus to and back. (Approx km) \_\_\_\_\_

8. Driver to report at (address): \_\_\_\_\_

9. CUI official to use the vehicle: Name \_\_\_\_\_ Designation: \_\_\_\_\_  
Phone #. \_\_\_\_\_ Department: \_\_\_\_\_ Signature: \_\_\_\_\_

10. Name and Signature of the accompanying officer in case of outstation duty:

I \_\_\_\_\_ shall travel in the requisition vehicle accompanying the trip and take responsibility that the vehicle will not be misused.

11. Endorsement by the chairman/ Head of Department: \_\_\_\_\_

12. Approved by Worthy Director /In-Charge Transport (Signature) \_\_\_\_\_

	<b>FOR TRANSPORT OFFICE USE ONLY</b>	DATE: _____
The Vehicle:	a) Is available on date/time required	
	b) Is not available on date/time	
<b>Staff Deputed</b>		
Driver's Name: Mr. _____	Phone # _____	
Helper's Name: Mr. _____		
Vehicle #: _____	deputed to perform the duty.	In-charge/Transport officer
Travel Record: Initial Reading _____ km.		Final Reading _____ km
Signature of User: _____		