

FORM B
REQUISITION SLIP FOR UNIVERSITY VEHICLE
PART-1

A _____ vehicle is required on _____ (date) from _____ to _____ (time) for travel from _____ to _____ in connection with _____ (official/private) business.

Name of Requisitioning Officer _____

Signature of the Requisitioning Officer _____

Signature of the Transport Officer

Signature of the Treasurer

PART-II
TO BE USED IN TRANSPORT SECTION
UNIVERSITY TRANSPORT DUTY SLIP

Vehicle No. _____ with Mr. _____ (Driver), is directed to report for duty to _____ as _____ on _____ for _____

(Details of the nature and duration of the duty).

Signature of Transport Officer

PART III
TO BE COMPLETED BY THE REQUISITIONING OFFICER
AT THE TIME OF THE RELEASE OF THE VEHICLE

Released at (place): _____ Time: _____ Date: _____ Actual mileage: _____ Meter reading at the time of release: _____

The Treasurer

Signature of the Requisitioning Officer
