Reference No. Date:-

**Subject: Vehicle Requisition Form**

Dear MTO,

Kindly arrange to allot office pool vehicle for the field work activity(s) as tabulated below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Travel** | **Place of visit** | **Purpose** | **Activity Name and Activity Budget Code** | **OBC** | **Source of Funding** |
|  |  |  |  |  |  |

**Check List to be completed compulsory**

1. Attach Field Visit Work Plan

2. Attach approved tour program/Prior administrative approval from competent authority

3. Budget available: Nu………………………………

4. Estimated Cost: Nu…………………………………**Sincerely,**

**Name & Designation**

**To be completed by MTO only**

Type of vehicle assigned………………………………………. Vehicle No.:…………………..

Name of Driver…………………………………………….

APPROVED/NOT APPROVED

**( Motor Transport Officer)**

**Note from Motor Transport Officer**

1. Vehicle requisition shall subject/limit to availability of vehicle in the station.

2. If approved, the concern officer/staff on duty shall be fully responsible until return back to station and reported to MTO.

3. Driver shall carry out thoroughly basic check up before moving and after arrival in the planned destination in all respect to ensure the stability or condition of vehicle