

**GHANA TECHNOLOGY UNIVERSITY COLLEGE
(FLEET MANAGEMENT UNIT)**

REQUEST FOR POOL VEHICLE (RFPV)

TO BE FILLED BY REQUESTING DEPARTMENT

Name of Applicant:	Date:
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Department **of** **Applicant:**

(State in details)

Reason for vehicle request:

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Final Destination:

Date vehicle is requested: **From** **To**

Time: **From** **To**

Approved by (**Head of Dept**) Full name of (**Head of Dept**)
(Signature and stamp of Head of Department)

(Except in an emergency, this form must be filled and submitted to the fleet management at least 24hrs in advance)

TO BE FILLED BY FLEET MANAGER

Type of vehicle assigned: Reg. no of veh: Released key from Security: YES / NO

Released key date: Time key was released:

Driver's Name:

Odometer Reading before trip: Odometer Reading after trip:

FUEL LEVEL BEFORE TRIP

FULL TANK 3/4 TANK 1/2 TANK 1/4 TANK EMPTY TANK

FUEL SUPPLIED (tick) Quantity of Litres issued (Diesel / Petrol.) Tick

FLEET MANAGER'S NAME DATE:

SIGNATURE: TIME: