

	Reference No.: BatStateU-FO-GSO-04-A	Effectivity Date: January 3, 2017	Revision No.: 00
Title:	<b>REQUEST FOR THE USE OF OFFICIAL VEHICLE</b>		
Department/ Office:			
Date/s of Travel:		Time of Departure:	
Vehicle to be Used:		Plate Number:	
Designated Driver:		License Number:	
Destination:			
Nature and Purpose of Travel:			
Official Passengers:	1.	5.	9.
	2.	6.	10.
	3.	7.	11.
	4.	8.	12.
Prepared/ Requested by:  <b>Signature over Printed Name</b> (Designation/ Position) Date Signed: _____	Recommending Approval:  <b>NAME OF EXECUTIVE DIRECTOR/VICE PRESIDENT</b> Executive Director/Vice President for _____ Date Signed: _____		
Approved:   <b>DR. TIRSO A. RONQUILLO</b> University President			

Tracking No.: \_\_\_\_\_