

Request for use of District-Owned Vehicle

(2009 Chevrolet Impala)

Pamlico County Schools

Name of Employee Requesting the Vehicle _____

School or Department _____

Destination _____

Purpose of Trip _____

When do you plan to leave? Time _____ on Date _____

When do you plan to return? Time _____ on Date _____

Signature

Date

Approval of Immediate Supervisor

Date

*** This car is available for use by Employees of Pamlico County Schools, and Pamlico County Board of Education Members, and will be reserved on a "first come, first serve" basis ***

Fuel Charges: There will be a charge to the appropriate staff development or travel budget code for the actual fuel used during your trip. You will not be charged on a "per mile" basis. The car will be full when you pick it up; if you need additional fuel before turning the car back in, please keep your receipt and you will be reimbursed.

Please make sure that the car is clean when it is turned back in.

Please forward this request to Steve Curtis at the Board of Education Central Office.

For Central Office Use Only:

Request Approved By: _____ Date: _____

Odometer Reading: Beginning _____ Ending _____

Total Trip Mileage _____