

# ALEXANDER CITY BOARD OF EDUCATION

## REQUEST TO USE SYSTEM VEHICLE

\_\_\_ CAR (Beige Impala) \_\_\_ CAR (Green Malibu) \_\_\_ VAN



NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

DATE VEHICLE NEEDED: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ All Day \_\_\_\_\_

CHECK OUT TIME: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

TRIP DESTINATION: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

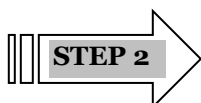
PASSENGERS: \_\_\_\_\_

**CHARGE MILEAGE TO ACCOUNT #** \_\_\_\_\_

=====

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
SUPERINTENDENT/Designee

Submit to Superintendent's Office for Approval; you will receive copy when approved



Complete information for Step 2 and submit form and keys to Superintendent's office AFTER trip is complete.

ODOMETER READING: BEGINNING: \_\_\_\_\_ ENDING: \_\_\_\_\_

\_\_\_\_\_  
Signature (Information submitted is correct)

**OFFICE USE ONLY:**

\_\_\_\_ Date form received: \_\_\_\_\_ Placed on calendar \_\_\_\_\_ Copy to requestor  
\_\_\_\_ Copy to business office \_\_\_\_\_ miles @ \_\_\_\_\_ miles/gal = \_\_\_\_\_ gals @\$ \_\_\_\_\_ /gal = \$ \_\_\_\_\_