

# REQUISITION FOR STATE MOTOR POOL VEHICLE V D C R

# 39814

Vehicle Pick Up Hours:  
7:00 A.M. to 4:45 P.M.  
Monday through Friday

Accounting and Pool Car copies of this requisition must be received at the Fleet & Mail Division Garage, 301 East 7th Street, Des Moines, Iowa 50319 at least three days prior to departure to guarantee your reservation.

OFFICIAL PLATE NO.

TO BE COMPLETED BY DEPARTMENT. PLEASE PRINT OR TYPE.

TO BE COMPLETED BY GARAGE PERSONNEL

PERIOD NEEDED	MONTH	DAY	YEAR	TIME
BEGINNING				
ENDING				

FY	FND	AGY	APP	ORGN	SUB ORGN	OBJT	SUB OBJT	ACTY	JOB NO.	RCAT

ACCOUNTING CODE TO BE CHARGED

	Month/Day/Year	Time	Mileage
IN			
OUT			
USED			

Attendant Initials: Issued \_\_\_\_\_  
Received \_\_\_\_\_

DEPT ACCOUNTING COPY

DEPARTMENT NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ PHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

DRIVER NAME \_\_\_\_\_ DRIVER'S LICENSE NUMBER \_\_\_\_\_

DRIVER PHONE NUMBER \_\_\_\_\_ NO. OF PASS \_\_\_\_\_ DESTINATION \_\_\_\_\_

### VEHICLE CLASS REQUESTED

- Compact Sedan  Midsize Sedan  Full Size Sedan
- Compact Wagon  Midsize Wagon  Full Size Wagon
- Mini Van  15 Pass. Van  Pickup
- Cargo Van  Med. Duty Truck
- Smoking Allowed