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

## REQUEST FOR POOL VEHICLE (RFPV)

**TO BE FILLED BY REQUESTING DEPARTMENT**

<table>
<thead>
<tr>
<th>Name of Applicant:</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

### Department of Applicant:

(State in details)

Reason for vehicle request:

Final Destination:

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

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

Approved by **(Head of Dept)**... Full name of **(Head of Dept)**...

(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**

<table>
<thead>
<tr>
<th>FULL TANK</th>
<th>3/4 TANK</th>
<th>1/2 TANK</th>
<th>1/4 TANK</th>
<th>EMPTY TANK</th>
</tr>
</thead>
</table>

FUEL SUPPLIED (tick):

Quantity of Litres issued (Diesel / Petrol) (Tick)

FLEET MANAGER’S NAME:

DATE:

SIGNATURE:

TIME: