



## **Sardar Patel University, Mandi (H.P.)**

(A State Government University)

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**Dated:**

### **REQUISITION SLIP FOR VEHICLE**

1. Name of Officer/official requisitioning the vehicle : \_\_\_\_\_
2. Type of vehicle required : \_\_\_\_\_
3. Designation : \_\_\_\_\_
4. Date & time when the vehicle is required : \_\_\_\_\_
5. Place where the vehicle is required : \_\_\_\_\_
6. Place where it proposed to be taken : \_\_\_\_\_
7. Nature of business/ purpose : \_\_\_\_\_
8. Probable duration of outstation duty/tour : \_\_\_\_\_

Dated \_\_\_\_\_

Signature of requisitioning Officer/Official

### **FOR USE IN THE OFFICE OF POOL OFFICER & CONTROLLING OFFICER**

1. Vehicle No. \_\_\_\_\_ Make/Type \_\_\_\_\_ has been booked as desired.  
or
2. It is regretted that the vehicle is not available.

Dated \_\_\_\_\_  
Officer

Signature of Pool