

Church Request of Vehicle Use

Date(s) of Use: _____ Date of Request: _____

Group Requesting Use: _____

Person Responsible: _____ Phone: _____

Destination: _____

Reason for Use: _____

Fuel: Charge on: ☐ Texaco ☐ Shell ☐ Other _____ Amount: \$ _____

Budget Name: _____

Odometer Reading:

End of Trip _____ Beginning of Trip: _____ Total Miles: _____

Driver(s):

Name: _____ Driver's License Number: _____

Name: _____ Driver's License Number: _____

Name: _____ Driver's License Number: _____

Principal Driver's Signature: _____ Date: _____

Check with office 24 hours before trip to obtain keys. The vehicle must be returned to the parking lot for security reasons. The vehicle must be returned clean. Problems with the vehicle must be reported to the office immediately.

***Please return this form to the church office on
the following day after the use of the van.***

Maintenance Needs: Please list any repair needs or conditions to be corrected which you observed on the trip:

Request Approved By: _____ Date: _____