

Pool Car Assignment Approval Form

Vehicle Assigned: _____

Driver's Name: _____

Department: _____

Phone: _____

Date of Request: _____

Pick Up Time: _____

Return Time: _____

Destination: _____

Reason for Use (conference, meeting, etc.): _____

Approved – Immediate Supervisor

Approved – Department of Administrative Services

[] Pool Car is not available

Denied – Department of Administrative Services