

Quaid-I-Azam University
(Transport Unit)

No. _____

Dated: _____

VEHICLE REQUISITION FORM

- 1- No of person to travel: _____
- 2- Vehicle Required: BUS CAR WAGON COASTER SUZUKI
- 3- When Required: Date: _____ Time: _____ to _____
- 4- Purpose of duty: _____
- 5- Nature of Duty: Official
(Please attach requisite approval) Private (Please tick one)
- 6- Destination: (A) Within Islamabad/Rawalpindi (B) Outstation
- 7- Travelling from campus to _____ Distance (Approx) _____ Km
- 8- Driver to report at (address) _____
- 9- Name and signature of the accompanying Teacher/Officer I, _____
shall travel in the requisitioned vehicle accompanying the trip and take responsibility that the
vehicle will not be misused.

Signature of Teacher/Officer
- 10- Requisitioner Name: _____ Requisitioner Signature: _____
Designation: _____ Dept/Sec: _____ Ph. No _____
- 11- Endorsement by Head of Deptt/Section Signature with Stamp: _____

(FOR TRANSPORT OFFICE USE ONLY)

The Vehicle: A) is available on date/time required B) is not available on date/time required

Transport Officer

In case of outstation

Chairman, Transport Committee

Vice Chancellor

Staff Deputed: Driver _____ Conductor _____
Vehicle No _____

Travel Record Initial Reading _____ Km. Final Reading _____ Km.
Distance covered _____ Km. Duty Duration _____ hours.
Waiting Time _____ Hours. Driver (O/T) _____ Rs.
Conductor (O/T) _____ Total Amount Rs. _____