Church Request of Vehicle Use

Date(s) of Use:	Date of	Request:
		-
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:	
	Driver's License Number:	
	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:
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