



SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY

[Educational Service: SNR Sons Charitable Trust]

[Autonomous Institution, Reaccredited by NAAC with 'A' Grade]

[Approved by AICTE New Delhi, Permanently Affiliated to Anna University, Chennai] Post

Box No. 2601, Pachapalayam, Perur Chettipalayam, Coimbatore - 641 010.



VEHICLE REQUISITION FORM

(SUBMITTED AT LEAST ONE DAY IN ADVANCE)

DATE:

Name of Requisitioner:		Designation:	
Department:		Contact Number of the Requisitioner:	
Accompanying Staff Name:		Accompanying Staff Contact Number:	
Types of Vehicle:	Car / Bus / Mahindra Tractor / HMT Tractor with Attachments		

Date of Journey & Time	Returning Tentative Time	Place		Purpose	If Bus Students Strength
		From	To		

Requisitioner Signature

Recommendation of Concerned HoD

Principal

FOR TRANSPORT OFFICE USE ONLY

Availability of the Vehicle (Yes/No):

If Not Available, the Reason:

Vehicle No:.....

Meter Reading: From..... ToTotal Distance Covered (KM):.....

Trip Sheet Book Page No.....

Departure Time:

Arrival Time:

Driver's Name:

Driver's Signature:

Transport Officer Signature with Date