



COMSATS University Islamabad

Transport Section

OFFICIAL VEHICLE REQUISITION FORM

- Type of Vehicle required: CAR SUZUKI WAGON/HIACE COASTE BUS
- Date: Day: Time: From to
- Purpose of Official Duty:
- Destination: (a) Within Islamabad Rawalpindi (b) Outstation (Mention)
- Traveling: From Islamabad Campus to and back. (Approx)km
- CUI official to use the vehicle: Name: Designation: Phone #:
- Pick-up address Campus: Others:
- Name and Signature of the accompanying officer in case of outstation duty:
 Requisite Name: Signature:
- Approval by the Head of Department: Name: HOD (Signature):

FOR TRANSPORT OFFICE USE ONLY

DATE:

Staff Deputed

Driver's Name: Mr. _____ Phone # _____

Vehicle No: _____ deputed to perform the duty.

Endorsement of the In-Charge (Transport) _____

Approval of the In-Charge

(Campus) _____

Gate Security Pass

(This portion should be in the record of the Security Office at the gate)

To ensure a smooth entry through Gate No. 1 for official duty, please find below the details of the duty officially duly approved by the In-Charge Campus.

Vehicle No: _____ Driver's Name: _____ Date: _____

Time Out: _____ Time in: _____

Signature of duty Guard/Supervisor: _____ Countersign Manager Security: _____