

**Texas College**  
 2404 N. Grand Ave.  
 Tyler, TX 75712

**Request for Use of College Vehicles**

<b>Date:</b>	
<b>Applicant:</b>	
<b>Department:</b>	
<b>Supervisor:</b>	
<b>Supervisor Extension:</b>	
<b>Type of Vehicle:</b>	
<b>Purpose of Travel:</b>	
<b>Date of Checkout:</b>	
<b>Time of Checkout:</b>	
<b>Date of Return:</b>	
<b>Time of Return:</b>	
<b>Destination(s):</b>	
<b>Number of Passengers:</b>	
<b>Driver Name:</b>	
<b>Additional Remarks:</b>	

**TRANSPORTATION DEPARTMENT USE ONLY**

<b>Request Approved:</b>	
<b>Date of Key Release:</b>	
<b>Date of Key Return:</b>	
<b>Mileage on Checkout:</b>	
<b>Mileage on Return:</b>	
<b>Gas on Checkout:</b>	
<b>Gas on Return:</b>	
<b>Signature:</b>	