

ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)
ORGANISATION OF ISLAMIC COOPERATION (OIC)
BOARD BAZAR, GAZIPUR-1704
REQUISITION FORM FOR TRANSPORT

No. _____ Date: _____

01. Name of requisitioning person (User) : _____
Designation : _____

02. Date and time of requirement of vehicle
a) Date _____ WD/HD
b) Time: From _____ to _____ AM/PM

03. Place of visit : _____

04. Brief description of the work to be performed : _____

05. Number of person to be travelled : _____

06. Preference of vehicle (if any) : _____

07. Name of person & place where the driver is to report for duties : _____

(Signature of requisitioning person)

08. Recommended to provide transport :

(Signature of Head of Dept./Office/Centre)

Received the requisition

Transport Officer

Mr. _____ Sr. Driver/Driver

may be directed to perform the duty (normal time/over time) by vehicle No. _____

Approved

Officer In-Charge (Transport)

Transport Officer