

CANAAN BAPTIST CHURCH

TRANSPORTATION

REQUEST FOR USE OF VEHICLE(S)

*DATE SUBMITTED _____

DATE NEEDED _____
NUMBER OF VEHICLES NEEDED _____

ORGANIZATION NAME: _____

DESTINATION: _____

NATURE OF TRIP: _____

NUMBER OF PASSENGERS _____

DEPARTURE TIME: _____

RETURN TIME: _____

ASSIGNED DRIVER(S) _____

APPLICANT'S NAME: _____

CHARGED TO: _____
(Organization Name) Organization President/Chair

PHONE NUMBER OF CONTACT PERSON _____

APPROVED: _____ YES _____ NO _____

MAKE & MODEL OF VEHICLE _____

APPROVED BY _____ DATE OF APPROVAL _____

*ALL REQUESTS FOR USE OF VEHICLES MUST BE SUBMITTED TWO WEEKS PRIOR TO THE NEEDED DATE

** APPROVED APPLICANTS WILL BE RESPONSIBLE FOR ALL PARKING FEES, TOLLS, AND TICKETS ACCUMMULATED DURING THEIR TRIP