

Skykomish School District #404
Vehicle (Suburban) Request Form

To: Superintendent

Person requesting vehicle: _____

Date of request: _____

Date (s) vehicle needed: _____

Purpose for vehicle use: _____

Itinerary/ use plan: _____

In order to receive reimbursement for mileage/personal vehicle use,
approval must be obtained before use.

----- Portion Below is for Office Use -----

Vehicle available (circle as appropriate) Yes No

If not, why?

Use of personal vehicle approved (circle as appropriate) Yes No

Approved by:

(Superintendent or Business Manager only)

Date Approved: _____

After processing, the secretary will (1) return the original to the requestor,
and (2) forward a copy to the business manager.