



## VEHICLE RESERVATION FORM

Date Requested: \_\_\_\_\_

### RESERVATION DETAILS

PURPOSE / ACTIVITY		
Date Needed	Departure Time	Pick-up Area
ITINERARY		
<small>(Side trips may be allowed provided it is along the route and officially declared)</small>		
From	To	
<small>Please attach a separate sheet if necessary (following the above format)</small>		
USE OF VEHICLE		
<input type="radio"/> Transportation Services		<input type="radio"/> Hauling / Moving Services
Type of Vehicle		
Number of Vehicle(s)		
Total Number of Passengers		
Name of Passengers	List of Items for Delivery / Pick-up	
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
<small>Please attach a separate sheet if necessary (following the above format)</small>		

### CHARGING DETAILS

Charge to	Account Name	Account No.	PRS No.

### REQUESTING PARTY

Office / Organization	Telephone / Local No.
<b>Name of Requesting Party</b>	<b>Supervising Administrator</b> <small>(Head of Office / DSA for Student Activities)</small>
<b>Signature over printed name / Date</b>	<b>Signature over printed name / Date</b>

\*For SSO / CS-STC use only

### BOOKING CONFIRMATION

Provider	Amount Due		
Vehicle	Plate Nos.	Name of Driver/s	Mobile Nos.
1.		1.	
2.		2.	
3.		3.	
<small>Please attach a separate sheet if necessary (following the above format)</small>			

### APPROVAL

Endorsement	Approval
Coordinator / Reservations Assistant / Office Assistant	Director, Support Services / Campus Services-Laguna Campus

#### Reminders:

1. Attach the signed Vehicle Reservation Form to the Payment Requisition Slip (PRS) and submit to the Support Services Office at least one (1) day before the scheduled trip.
2. For in-house reservation, prepare 2 separate PRS for the following items:

Budget Item	DLSU		STC	
	Account Name	Account Number	Account Name	Account Number
<small>Fuel and overtime of driver</small>	<small>Support Services Office</small>	<small>600-034-524</small>	<small>Transportation</small>	<small>001-061-654</small>
<small>Toll fees</small>	<small>DLSU-STC Shuttle Gasoline &amp; Toll Fees</small>	<small>01-01470-815060</small>		