**LOGISTICS READINESS CENTER – MIAMI**
**TRANSPORTATION**
**SERVICES BUILDING**
**9301 NW 33rd ST Office A1031**
**DORAL, FL 33172**

# Vehicle Request Form

**Today's Date: _____**

**1. Vehicle Operator: _____/_____/_____/_____**
**Rank Print Name Last 4 Phone Ext.**

**2. _____/_____/_____**
**Directorate / Supervisor / Phone Ext:**

**3. Date(s) / time vehicle requested: From: ____ / ____ / ____To: ____ / ____ / ____**
**Mo Day Yr Mo Day Yr**
**Time Out: _____ Time In: _____**

**4. Type(s) of Vehicle:** **Sedan** **DV Van**
**9/12/15 Pax Van** **Cargo Van**
**Mini Van** **Pick Up Truck / 5 Ton Truck**

**5. Official Justification for use: _____**

**6. Highest ranking passenger and number in party: _____/_____**

**7. Initials**

**I must return vehicle with a Full tank of gas.**
**I must return vehicle to the GSA parking lot (South Services Bldg. Parking).**
**You must have official TDY orders or authorization for trips consisting of 100 miles or more.**

**************Transportation Office Use Only **************

**Vehicle Available:** **Tag #: _____**
**Yes No**

**For any inquiries or further information, please contact the GSA Dispatch Desk at X1713 or Motor Transport Fleet Manager at X2991.**