

**LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
POOL VEHICLE RESERVATION / FOR DISTRICT BUSINESS ONLY**

FOR YOUR INFORMATION:

*** THIS FORM TO BE COMPLETED BY PERSON USING VEHICLE AFTER VEHICLE IS RETURNED.**

*** KEYS ARE TO BE PICKED UP ON THE SAME DAY AND TIME VEHICLE IS BEING USED.**

Date: _____ Time Checked Out: _____

Requesting Office: _____ Telephone Number: _____

Destination: _____

Employee Signature: _____ Employee Number: _____

DESCRIPTION	VEHICLE NUMBER	LICENSE PLATE NUMBER
WHITE-ASTRO VAN	7049	1010574

MILEAGE:

Starting: _____ Ending: _____ Total Miles Driven: _____

Date Returned: _____ Time Returned: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION:

1. Were you given a Gas Key? Yes _____ No _____
2. Were you given a Credit Card? Yes _____ No _____
3. If you were given a Credit Card, did you submit a gas receipt? Yes _____ No _____

IMPORTANT - PLEASE REFILL THE GAS TANK AND CHECK OIL AT 15th STREET AND SAN PEDRO.

COMMENTS: _____

