

**COMPLIANCE CHECKLIST FOR USE OF VEHICLE**

**NAME OF COLLEGE/OFFICE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No. of Passengers:** \_\_\_\_\_\_\_\_ ***(at least 7 pax for mini bus/ 3 pax for van)***

NATURE OF ACTIVITY:

Seminar/Workshop/Convention

Meeting with other government agency Extension Program

Site Inspection Competition

Post-qualification Remittance

Procurement/Transportation of heavy equipment/supply

Other Conditions:

When time is of the essence such as submission of reports

When transportation is not easily accessible

Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESTINATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INCLUSIVE DATE/S AND TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIREMENTS:**

Approved Travel Order of Faculty Member/Personnel

 Approved Compliance Checklist for Local Off-Campus Extra Curricular Activities of Students

Approved Letter / Invitation / Certificate of Endorsement (Student Events and Student Activities)

***NOTE: At least one (1) of the listed requirements must be submitted not later than three (3) days prior to the date of the activity to ensure the availability of vehicles and approval of vehicles.***

Submitted by: Checked and received by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Requestor Clerk

 (Signature over Printed Name) (Signature over Printed Name)

BulSU-OP-CAO-03F1

Revision: 0



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