

Flagstaff

BORDERTOWN DORMITORY



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Flagstaff Bordertown Dormitory

SY 2023-2024

Request for GSA Vehicle Use

TO: Facility Maintenance Department
FROM: Flagstaff Bordertown Dormitory Employees
RE: Request for GSA Usage

I, _____ would like to request to reserve a GSA vehicle for _____

Destination: _____

Departure Date: _____ **Departure Time:** _____

Return Date (To FBD): _____ **Return Time (To FBD):** _____

**ALL DRIVERS WILL ADHERE TO THE FLAGSTAFF BORDERTOWN DORMITORY EMPLOYEE HANDBOOK GUIDELINE
Section 6.11 MOTOR VEHICLE OPERATION**

As the driver, I understand that I am fully responsible for this government vehicle and upon my return, will make sure:

- The fuel level is "full".
- The log will be filled out completely.
- The vehicle is clean inside and out.
- The vehicle is parked back on the premises as soon as possible.
- This request needs to be signed off. And a copy to be carried with your itinerary at time of travel.

• **DRIVER:** _____

Staff Signature: _____

Date: _____

Maintenance Signature: _____

Date: _____

CEO Signature: _____

Date: _____

Maintenance Office Use Only

Request Received On: _____ **Vehicle Assigned:** _____

GSA Number: _____ **Vehicle Inspect by the DRIVER.**