



**CALVARY EVANGELICAL BAPTIST CHURCH**

205 GUST LN. PORTSMOUTH, VA. 23701  
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# VEHICLE REQUISITION FORM

Please complete this form to use the CEBC vans. Note: Vans hold up to 15 passengers. This form **MUST** be completed and submitted five (5) days prior to event.

Requester: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Telephone (day) \_\_\_\_\_ Evening \_\_\_\_\_

Email: \_\_\_\_\_

List transportation requirements: \_\_\_\_\_

\_\_\_\_\_

What is the destination? \_\_\_\_\_ Est. time of departure: \_\_\_\_\_

Who will be the drivers? \_\_\_\_\_

Return Date: \_\_\_\_\_ Approximate Time: \_\_\_\_\_

Van Mile Scale per person is used to help defray the cost for regular maintenance and wear and tear of the vehicles.  
Miles (0-99) = \$3 Cost per person/Miles (100-499)= \$8 per person Miles (500+) = \$18 Cost per person

For official use only: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

**REPORT OF USE**  
Vehicle Used: \_\_\_\_\_ Number \_\_\_\_\_ Nomenclature \_\_\_\_\_  
Odometer Reading: \_\_\_\_\_ Gas (circle one) ¼ ½ ¾ F  
Driver's Pre-use Inspection: Insurance Verification  Registration  Tires  Oil  Coolant  Lights   
Turn Signals  Lic Plates  Wipers  Mirrors   
Note: All riders under the age of 18 must have a permission slip from parents. Y \_\_\_\_\_ N \_\_\_\_\_  
All riders under the age of 18 must submit an emergency contact number to administration \_\_\_\_\_  
Post Inspection: Ending Miles \_\_\_\_\_ All trash removed \_\_\_\_\_ Key returned \_\_\_\_\_  
Ministry responsible for refueling vehicle: Vehicle refueled: Y \_\_\_\_\_ N \_\_\_\_\_  
**Ministry is responsible for cleaning the inside of vehicle prior to vehicle turned in or pay \$20 cleaning fee.**  
Maintenance Needs: Please details any repair needs that you noted during the trip: \_\_\_\_\_  
\_\_\_\_\_

Driver's Signature: \_\_\_\_\_

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

Administrator's Signature: \_\_\_\_\_

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