



**SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY
PESHAWAR**

DIRECTORATE OF ADMINISTRATION

Phone No. 091-9224811

Dated: / /20

Requisition Form
(For using University Transport facility)

I _____ Designation: _____

wants to avail university transport facility for

_____ (Event/ Visit/ Purpose)*

It will take almost _____ hour/s. (Timing)

I _____ will make it sure, for the convenience of the
Administration, to provide the complete mileage runs by the vehicle in KM and hour/s.

So it is requested that a vehicle may please be arranged for _____ on
(No of Stud/Staff/Guest)

(Date /s)

Guest Details
(If required for outsider/s)

1. Name: _____ Designation: _____

Pick point: _____ Pick Time: _____ Cell: _____

Drop point: _____ Drop Time: _____

2. Name: _____ Designation: _____

Pick point: _____ Pick Time: _____ Cell: _____

Drop point: _____ Drop Time: _____

Signature of Incharge: _____ Registrar for Approval: _____

Deputy Director Administration: _____

Note:

- Transport is a privilege not a right
- Eleventh hour, requests will not be entertained
- Form will be entertained, subject to the availability of vehicle
- Approval of Registrar before form submission is mandatory.
- * Be Specific to the event/Visit instead of word "Official Use"