



**SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY
PESHAWAR**

Directorate of Administration

Phone No. 091-9224811

Dated: / /20 .

**Requisition Form for Out Station
(For using University Transport facility)**

I, _____
Designation _____ wants to
avail university transport facility for

(Event/ Visit/ Purpose)*

It will take almost _____ hours / day/s. (Timing)

I, _____ will make it sure, for the convenience of the
Transport office, 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/Guests)

(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: _____

Vice Chancellor for Approval: _____

Note:

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