

REQUISITION FORM FOR USAGE OF HEAVY VEHICLES

To	Sr. Manager, Logistics, Logistics Division	
From	Name of Division/Section	
	Designation	

1) Nature of Requirement: Official/Personal

2) Requirement Details:

Requirement Details	From	To	Total no. of Days	Total no. of Vehicles Required

3) Urgency of Requirement: Normal/Urgent/Very Urgent  
Reasons:

\_\_\_\_\_

\_\_\_\_\_

4) Requested By;

Name & Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

FOR LOGISTIC DIVISION

1) Date of Requisition Received from end user: \_\_\_\_\_

2) Remarks if any:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

