Annex 2
to the Operation and Usage Policy of Motor Vehicles

Vehicle Requisition Form

Cost bearer's cost centre:.....
Administrator's name and phone number: .....

1.) Requesting organisational unit:
.....

2.) Type of vehicle requested:
.....

3.) Expected route of transport:
.....

.....

4.) Vehicle's initial place of departure:
.....

5.) Time of departure: ..... (year) ..... (month) ..... (day) ..... (hour) ..... (minute)

6.) Expected time of arrival: .....(year) .....(month) .....(day) .....(hour) ..... (minute)

7.) Names of those travelling together:
.....

.....

8.) Is a motorway vignette/road toll payment required? **yes** **no**

9.) Reason for requiring a vehicle:
.....
.....
.....

10.) Other:
.....

.....

.....

Place and date: Veszprém, ...

.....	.....
Certificate of financial coverage	Cost bearer's signature

Approved by:

Place and date: Veszprém, ...

.....

Director

Directorate of Legal Affairs and Procurement