Employee Vehicle Use Authorization Form **Employee Information Employee Name** Employee ID Department Contact Number Email **Vehicle Information** Make Model Year License Plate Purpose of Use Dates of Use **Authorization Details** Additional Notes or Restrictions

Employee Signature

Date

| Approver Name | | |
|--------------------|--|--|
| | | |
| Approver Signature | | |
| | | |
| Pate | | |
| | | |
| | | |