

**COLORADO DEPARTMENT OF TRANSPORTATION
CAR REQUEST - MOTOR POOL**

Form
NO.
Equipment no.

Car requested for: (employee name)			Region or Branch	Room #	Approved by: (supervisor signature)			
Requestors phone #	Going to:				Expected date of return	NO. of passengers: (if only the driver use 0)		
Organization		Project			Grant	Function	Orig unit	Hours
Fund	Orgn	Project	Sub	Phase	GBL			
			00					
			00					
			00					
			00					
			00					
			00					

CAR OUT		CAR IN		Work days assigned	MILEAGE	
Day		Day			IN	
Hour	<input type="checkbox"/> am <input type="checkbox"/> pm	Hour	<input type="checkbox"/> am <input type="checkbox"/> pm		OUT	
					USE	

Distribution: White Accounting
Canary Car Pool Supervisor
Pink Originating Org code

CDOT Form #961
3/98

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