

**COMPANY CAR PROGRAMS
BUDGET / QUOTA REQUEST
COURTESY OR INPAT VEHICLE ASSIGNMENT**

LOCATION CODE: _____

DEPARTMENT CODE: _____

DIRECTIONS: COMPLETE ALL REQUIRED INFORMATION AS WELL AS OBTAINING THE APPROPRIATE SIGNATURES (INPAT VEHICLES REQUIRE H.R. SIGNATURE OTHERS DO NOT). FORWARD THE COMPLETED DOCUMENT TO YOUR FINANCE COORDINATOR AND FLEET FINANCIAL CONTROL (870-7133). THE LOCATION / DEPARTMENT LISTED WILL BE BILLED \$575 PER MONTH (OR PRO-RATED AMOUNT) FOR EACH VEHICLE. THE VEHICLE(S) WILL REFLECT IN THE DEPARTMENT QUOTA WITH THE MANAGER AS ASSIGNEE. THE DEPARTMENT MANAGER IS RESPONSIBLE FOR ENSURING THE VEHICLE(S) IS/ARE RETURNED TO THE LAPEER ROAD MARSHALING CENTER, CLEAN AND WITH AT LEAST ¼ TANK OF FUEL..

DEPARTMENT NAME: _____

INPAT NAME: _____

DEPT. MANAGER NAME: _____

DEPT. MANAGER TIE-LINE: _____

DEPT. MANAGER DCID: _____

DATE REQUIRED: FROM _____ THRU _____

INTERNATIONAL HUMAN RESOURCES (INPAT ONLY)

APPROVAL: _____
SIGNATURE

PRINT NAME: _____

PHONE: _____

OPERATING HEAD (Band 96 or higher)

APPROVAL: _____
SIGNATURE

PRINT NAME: _____

PHONE: _____

CONTROLLER / FINANCE (Band 96 or higher)

APPROVAL: _____
SIGNATURE

PRINT NAME: _____

PHONE: _____

PREPARED BY: _____

PHONE: _____