



# KAIMOSI FRIENDS UNIVERSITY (KAFU)

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Kenya

## TRANSPORT REQUISITION FORM

*FILL IN TRIPLICATE AND RETURN TO TRANSPORT OFFICE*

### **PART ONE**

#### **TRAVEL DETAILS AND MANIFESTO BY REQUISITIONING DEPARTMENT/FACULTY DEPARTMENT/FACULTY**

Name of Requisitioning Officer.....Designation.....

Department.....Date of Trip.....Time of Departure.....

Purpose of the Trip.....

Number of Passengers.....(attach a list) Date of Travel..... Time.....

Name of Officer in charge of trip.....PF/No..... Signature.....

Date of return..... Time.....

Destination..... Type of vehicle/capacity.....

### **PART TWO (RECOMMENDATIONS BY HEAD OF FACULTY/DEPARTMENT/SECTION**

(I recommend/do not recommend on this request).....

Reasons(s).....

Vote to be charged.....

Name..... Signature.....Date.....

### **PART THREE (COMMENT BY TRANSPORT CLERK)**

Transport available/Not available..... Driver(s) Name(s).....

Vehicle Registration No.....Estimated KM..... Cost.....

Signature.....Date.....

### **PART FOUR (FINANCE DEPARTMENT)**

Funds available/Not Available..... Vote to be charged.....

Approved Signature..... Date.....

**PART FIVE (APPROVALS ADMINISTRATION/ ACADEMIC)** Buses and all unscheduled trips approved by a DP scheduled trips by use of all other vehicles by Ass. Registrar (Admin) or Transport Clerk.

Transport Approved/Not Approved.....

Signature..... Designation.....Date.....

### **PART SIX (TRANSPORT CLERK)**

Mileage before trip..... Mileage after trip..... time in.....

Total mileage travelled.....Approved Signature..... Date.....

Cost per KM.....Total cost of trip (Kshs).....