City of Richmond
Administrative Manual

POOL CAR USE PERMISSION SLIP

You must show you current California Driver's License in Finance prior to receiving keys.

Pool Car # _____ Name _____

Date(s) Requested _____

Pick-up Date/Time _____ Return Date/Time _____

Circle: Weekend Overnight Other Gas Credit Card

Reason: _____

_____

Nature of Business _____

_____

Recommended _____ Date _____
Department/Division Director

Approved _____ Date _____
Finance Department