

McLaren Flint  
Flint, Michigan

**REQUISITION FOR TRUCK DRIVER SERVICES**

DATE \_\_\_\_\_ TIME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

DATE and TIME REQUIRED (be specific) \_\_\_\_\_

If a purchase is involved please complete the following:

How is it to be purchased?  Purchase Order # \_\_\_\_\_

Check # \_\_\_\_\_

Petty Cash (\$50.00 or Less)

List Petty Cash Purchases separately

ITEM	COST	ACCOUNT TO BE CHARGED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total** \_\_\_\_\_

SERVICES REQUESTED AND LOCATION. Be specific, (include item description, contact person, direction)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY \_\_\_\_\_

(Department Director Approval required  
for Petty Cash Purchase)

ITEMS DELIVERED TO \_\_\_\_\_

ITEMS RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

ITEMS DELIVERED BY \_\_\_\_\_ TIME \_\_\_\_\_ DATE \_\_\_\_\_

JOB COMPLETED BY \_\_\_\_\_ TIME \_\_\_\_\_ DATE \_\_\_\_\_