



KAIMOSI FRIENDS UNIVERSITY COLLEGE (KAFUCO)
(A Constituent College of Masinde Muliro University of Science and Technology)

Tel: 0771373639
 Website www.kafuco.ac.ke

P.O. Box, 385
 Kaimosi – 50309
 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 the Departure
 Purpose of the trip
 Number of passengers (attach a list) Date of Travel time
 Name of the 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 comment 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 Assist. 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)

Note:

- i) No University vehicle should leave the University College without a Transport Requisition Form KAF/FOM: 302003
- ii) Original of the Transport Requisition Form should be deposited with Transport Clerk before departure.
- iii) 1st copy of TRF shall be left with the security at the gate on departure.
- iv) The 2nd copy of the TRF should be handed to the Transport Clerk upon completion of the journey.
- v) Students will not be allowed to go on trips without accompanying staff.

Date received **Time**