**上海城建职业学院用车申请单**

**（修订版）**

**校区：**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **用车部门**  **（二级学院）盖章** | | | | |  | | | | **后勤保卫处**  **（盖 章）** | | |  | |
| **申请时间** | |  | | | | | **经办人及电话** | | | |  | | |
| **用车时间** | |  | | | | | **乘车人数** | | |  | | | |
| **发车时间** | |  | | | | | **返回时间** | | |  | | | |
| **用车线路:** | | | | | | | | | | | | | |
| **事 由:** | | | | | | | | | | | | | |
| **经费支出** | |  | | | | | | **用车人签字确认** | | | | |  |
|  | | | | | | | | | | | | | |
| **派车情况：** | | | | | | | | | | | | | |
| **派车日期** | | |  | | | | | | **派车公司** | |  | | |
| **所用车辆车牌号** | | | |  | | | | | **座位数** | |  | | |
| **驾驶员姓名及电话号码** | | | | | |  | | | | | | | |
| **车费** |  | | | | | | **派车人签字** | | | |  | | |

**备注：**

**1.各部门（二级学院）请在用车申请单上盖部门章，此单为学院与服务单位结算依据。**

**2.请提前48小时交后保处，奉贤、宝山校区 朱国平 电话：19121809729杨浦校区 刘瑛 电话：13661766928**

**3.电子版请发后保--刘瑛，用车申请单原件用车部门自留作财务报销使用，复印件交后保留存**

**4.2019年12月1日起试行**