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New York City



Board of Education

AUTHORIZATION TO USE A PERSONAL CAR

I, _____ (full name), request permission to use my personal car for official Board of Education business. The reason(s) for my request is based on the following:

(Please use reverse side of this form if additional space is required)

I will maintain a daily log indicating the mileage and points of departure and destination.

Signature: _____ Date: _____

Title: _____

Business Telephone: _____ Business Fax: _____

Business Address: _____

The above request is approved:

Printed Name of Approving Officer

Signature of Approving Officer

Title of Approving Officer

Bureau/Department/Office

Revised: February 2001