



REQUEST TO TOW A TRAILER

Completed form is to be lodged with the Vehicles Section for all Hire Vehicles or with the Financial Delegate for all Organisational Unit Vehicles.

In line with current insurance conditions, the following University Person(s) will be towing a trailer with a University vehicle.

NAME	SIGNATURE

The details of travel are as follows.

Requestor's name _____

Department _____

Phone number _____

Trailer Registration No. _____

Vehicle Registration No. _____

Destination _____

Departure (date & time) _____

Return (date & time) _____

Signature of Requester _____

Signature of Supervisor _____

OFFICE USE ONLY

Pool Vehicles: Director Estate Office or delegate
 Organisation Units: Head of Department _____ Date: _____