



# LEECH LAKE BAND OF OJIBWE

*LLBO Fleet Management  
06209 Golf Course Rd NW  
Cass Lake, Mn. 56633  
Phone (218)335-4450  
Fax (218)335-4477*

## PROGRAM VEHICLE REQUEST OFFICIAL BUSINESS ONLY!

(Vehicles CANNOT be dispatched without a Completed Form)

VEHICLE PLATE NUMBER \_\_\_\_\_

Beginning Odometer \_\_\_\_\_ Ending Odometer \_\_\_\_\_

Date and Time of Use: \_\_\_\_\_

Date and Time of Return: \_\_\_\_\_

**ANY VEHICLE NOT RETURNED BY 9:00 AM WILL BE CHARGED ANOTHER DAY**

DIVISION/PROGRAM Requesting Vehicle: \_\_\_\_\_

Type of Vehicle Requested: \_\_\_ 15 Passenger Van \$35.00 per day .40 cents per mile

\_\_\_ 12 Passenger Van \$35.00 per day .40 cents per mile

\_\_\_ Car (4 door) \$25.00 per day .25 cents per mile

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Driver(s): \_\_\_\_\_ # of passengers: \_\_\_\_\_

Driver License(s) #: \_\_\_\_\_ Contact #: \_\_\_\_\_

Authorization:

Program Account #: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_

Program Manager Signature: \_\_\_\_\_

Driver(s) Signature: \_\_\_\_\_

Fleet Mgmt Signature: \_\_\_\_\_