



THE WEST AFRICAN EXAMINATIONS COUNCIL

PRIVATE MAIL BAG NO.1022, YABA-LAGOS

**TO: HEAD OF TRANSPORT SECTION
WORKS DEPARTMENT**

REQUISITION FOR TRANSPORT

PLEASE SUPPLY THE FOLLOWING INFORMATION AS SPECIFIED BELOW:-

- (1) NAME OF OFFICER:
- (2) RANK:
- (3) DEPARTMENT:
- (4) DATE TRANSPORT IS REQUIRED:
- (5) PLACE/DESTINATION:
- (6) TIME:
- (7) TYPE OF VEHICLE REQUIRED:
- (8) PURPOSE(S):

- (9) PROBABLE DURATION OF USE:
SIGNATURE:
DATE:

- (10) HEAD OF DIVISION /DEPARTMENT'S SIGNATURE:
- (11) DATE:

FOR THE USE OF TRANSPORT SECTION ONLY

- (12) TRANSPORT ALLOCATED BY THE SECTION:
IF NOT ALLOCATED STATE REASON:
- (13) VEHICLE NO:

SIGNATURE OF TRANSPORT OFFICER: _____

- NOTE: (1) STAFF REQUESTING FOR TRANSPORT SHOULD EXHAUST THE POSSIBILITY OF THE USE OF VEHICLE IN THEIR DIVISION/DEPARTMENT BEFORE APPROACHING THE HEAD OF TRANSPORT SECTION. ITEM 10 MUST BE COMPLETED BY THE HEAD OF DEPARTMENT/DIVISION.**
- (2) EXCEPT IN CASES OF EMERGENCY, REQUISITION OF TRANSPORT MUST BE SUBMITTED TO THE SECTION 1 (ONE) WEEK TO THE COMMENCEMENT OF THE JOURNEY.
 - (3) REQUEST FOR PRIVATE TRANSPORT IS SUBJECT TO AVAILABILITY OF VEHICLE AFTER ALL OFFICIAL REQUESTS HAVE BEEN MET. SUCH REQUEST MUST BE PASSED THROUGH THE APPLICANT'S HEAD OF DEPARTMENT AND MUST BE COUNTER SIGNED BY THE DIRECTOR OF ADMINISTRATION OR WHOEVER HE DELEGATES THE RESPONSIBILITY.