

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION - TRANSPORTATION SERVICES
REQUEST FOR TEMPORARY ASSIGNMENT**

		License Plate
Department	Division	Appropriation Acct. No. to be Billed
Date Requested From	To	Total Days
Driver's Name (Print or Type)	Driver's Home Address	Driver's License No.
Authorization Signature		Title

Transportation Use Only					
Class	Out	Date	Odometer	Time	By
	In	Date	Odometer	Time	By
Days Used		Days Not Charged	Reason		Correction <input type="checkbox"/>

Driver Taking Car	Before moving car from parking place: Check and report to dispatcher any visible damage, inoperable lights, horn directional signals or windshield wiper. Check spare tire to be sure it is not flat. Check that inspection sticker on windshield is current, and that insurance card is present and current. Otherwise as last driver, you are required to file and accident report. Subsequent accidents or damage must be reported immediately.																
Driver Returning Car	Driver certifies that car is returned in good condition, except for: <table style="width: 100%; text-align: center;"> <tr> <td>Brakes</td> <td>Tires</td> <td>Glass</td> <td>Steering</td> <td>Lights</td> <td>Wipers</td> <td>Engine</td> <td>Transmission</td> </tr> <tr> <td><input type="checkbox"/></td> </tr> </table>	Brakes	Tires	Glass	Steering	Lights	Wipers	Engine	Transmission	<input type="checkbox"/>							
Brakes	Tires	Glass	Steering	Lights	Wipers	Engine	Transmission										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

Signature of Driver Receiving Car

Signature of Driver Returning Car