**公务用车申请单**

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| 申请人 |  | | 部门负责人 | | |  | | | 用车日期 |  |
| 起止地及时间 |  | | | | | | | | | |
| 乘车人数及事由 |  | | | | | | | | | |
| 车辆号 |  | | | 驾驶员 | | |  | | | |
| 总务处 | 负责人签字： | | | | | | | | | |
| 门岗核准 | 离校时间 |  | | | 回校时间 | | |  | | |
| 说明 | 1、申请用车部门及用车人需**提前一天**填写派车单，报总务处统筹安排。  2、驾驶员凭总务处批准后的派车单出车。  3、用车部门及申请人填写本单**前三行**内容。  4、车辆出校需把派车单交给门岗，由教导队值班人员填写离校、回校时间。 | | | | | | | | | |