

**STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT**
North Carolina Administrative Office Of The Courts

**REQUEST FOR TEMPORARY ASSIGNMENT
OF JUDICIAL DEPARTMENT VEHICLE**

IMPORTANT: For reservations of 4 or more days a detailed itinerary must be attached to this form.

Name		Division	
Phone No.		Cell Phone No.	
Begin Date	Time	Return Date	Time

Purpose Of Trip

Destination

Vehicle

Compact **Sedan** (3 or more passengers) **SUV** (3 or more passengers or 1-2 passengers with sufficient NCAOC equipment to fill the back with the rear seat folded down only.)

Passengers Names

By signing this form I acknowledge that I have read and will comply with the Judicial Department's Vehicle Regulations and I agree that the vehicle will be returned: (1) on the date specified above; (2) with a full tank of gas; and (3) all items that do not belong in the vehicle such as trash will be removed. Failure to return the vehicle as provided above will result in the following:

First time - the individual will not be entitled to use an AOC vehicle for 30 days and will only be reimbursed at the AOC lowest motor fleet rate for mileage. A copy of this suspension of use will be sent to the individual's immediate supervisor.

Second time - the individual will not be entitled to use an AOC vehicle for 90 days and will only be reimbursed at the AOC lowest motor fleet rate for mileage. A copy of this suspension of use will be sent to the individual's immediate supervisor.

Third time - permanently barred from using an AOC owned vehicle and the individual will only be reimbursed at the AOC lowest motor fleet rate for mileage. A copy of the permanent suspension will be placed in the individual's personnel file, and sent to the individual's immediate supervisor and division director.

Signature	Name Of Person Who Is Picking Up Keys If Other Than The Driver
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