

Date: _____

MEMORANDUM

TO: James Wu
Transportation Services

FROM: _____ (Name and signature)
Tropical Plant & Soil Sciences
FAX 956 3894

SUBJECT: After Hours Use of TPSS State Vehicles

This is to inform you the Tropical Plant and Soil Sciences Van #_____ will be used on
(Date) _____ by faculty, staff, or students from the Department of
Tropical Plant & Soil Sciences who will be responsible for the vehicle. The vehicle will be used
between the hours of _____ am/pm to _____ am/pm to travel to
(location) _____
for (purpose) _____.
If you have any questions, please contact (faculty or staff) _____ at
phone number _____.

Thank you for your assistance.