



Friendship Baptist Church

633 East Dale Street, Colorado Springs, CO 80903

(719) 473-8186 · FAX: (719) 473-7709

secretary@friendshipbccs.com

Transportation Request

1. ***Requests for transportation should be submitted to the Director of Transportation.***

2. ***Please provide the following information:***

a. ***Type of transportation (van or bus)*** _____.

b. ***Date needed*** _____.

c. ***Destination*** _____.

d. ***Purpose/event*** _____.

e. ***Departure time*** _____.

f. ***Number of passengers*** _____.

g. ***Return time*** _____.

Date: _____ ***Approved:*** _____ ***Disapproved:*** _____

Reason if Disapproved: _____

Chairperson Requesting Transportation _____

Date of Request _____

Director's Signature _____