Citywide Vehicle Use Policy

Appendix C Acknowledgment

[For use only when employee refuses to sign Appendix C, Business Use Declaration.]

☐ I, _____________________ [employee], acknowledge receipt of the Citywide Vehicle Use Policy.

____________________
Signature
[Employee]

☐ I, _____________________ [supervisor], gave to employee _____________________ a copy of the Citywide Vehicle Use Policy on ________________ [date].

Employee _____________________ refused to sign the Business Use Declaration, Appendix C to the Citywide Vehicle Use Policy.

____________________
Signature
[Supervisor]

☐ I, _____________________ [supervisor], provided employee _____________________ the memorandum/form entitled _____________________ advising him or her that, notwithstanding his/her refusal to sign Appendix C, the terms of the Citywide Vehicle Use Policy are applicable to employee _____________________.

____________________
Signature
[Supervisor]