

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]