

# MEMO

To: Spending Unit Fleet Coordinator  
Blue Ridge Community & Technical College

From: \_\_\_\_\_

Date: \_\_\_\_\_

- I swear or affirm that I have a valid driver's license. The license number is \_\_\_\_\_ and is issued by the State of \_\_\_\_\_.  
The expiration date on the license is \_\_\_\_\_.
- I swear or affirm I have not been arrested for driving under the influence of drugs or alcohol in the last 18 months.
- I swear or affirm I have no more than six (6) points on my state issued driver's license.

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name