

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