

THE CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: February 27, 1978

TO: Borough Superintendents & Executive Staff  
FROM: Acting Director of Operations, William C. Kupfer, P.E.  
SUBJECT: MOTOR VEHICLE USE REPORTS - B Form MV-3 (7/78)

The enclosed Motor Vehicle Pool Control Forms supersede prior forms and are to be filled commencing March 1, 1978.

In addition to printing of driver's name, his signature must also be written on same line.

These forms are to be returned to the Building Department Operations after completing each week.

  
William C. Kupfer, P.E.  
Acting Director of Operations

WCK:JJI:rnr  
enclosures

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