NOTICE OF UNAVAILABILITY OF THE EXECUTIVE AIRCRAFT

Agency No: ________
Agency Name: ___________________________________
Agency Address: ___________________________________

Agency official initiating the request for use of the executive aircraft:

Name: _____________________________

The executive aircraft will be unavailable for agency use at the time of day needed for the requested dates of:

_________________________________  ___________________________________
_________________________________  ___________________________________
_________________________________  ___________________________________

If a lease or rental of aircraft is secured elsewhere for the travel, attach a copy of this notice to the payment voucher, submitted to the Division of Accounts and Reports for payment of the aircraft lease or rental, as part of the justification required by K.A.R. 1-16-13.

Very truly yours,

______________________
Governor of Kansas

By: _________________