

Monthly Use Report

Vehicle Custodian **John Doe** Vehicle Make **Chev** Type **F-150** Year **2004**

Report Month **January 2008** License # **345-567** Agency Code **3044**

DATE	Previous Month Odometer					Purpose	Destination	Driver Last Name	Number of Passengers (per trip)	Fuel Type CNG=COMP.NAT.GAS D=DIESEL ELE=ELECTRICITY ETH=ETHANOL G=UNLEADEDGAS LPG=PROPANE MTH=METHANOL BSL=BIODIESEL	Lub./ Fluid or Fuel Qty.	Cost
	2	5	7	6	5							
1	2	5	7	7	1	Project meeting	Halbouty	Doe	0			
1	2	5	7	8	3	Project inspection	Brayton	Smith	2			
3	2	5	7	8	8	Committee meeting	MSC	Doe	0			
5	2	5	8	0	1	Pick up material	Purchasing	Doe	0	G	10.3	25.74
5	2	5	8	2	9	Delivery to surplus	Purchasing	Doe	1			
5	2	5	8	4	3	Conference	Rudder Tower	Jones	3			
6	2	5	8	4	8	PM	Transp. Services	Smith	0			
29	2	5	8	5	5	Material delivery	O&M Bldg.	Smith	0			
30	2	5	8	8	1	Deliver contracts	707 Texas Ave.	Smith	0			

Entry Reminders:

- * Start new page on first day of each month.
- * Completely fill out header on form (print legibly)
 - Vehicle custodian** - typically the shop foreman or supervisor
 - Vehicle make, type, year & license number**
 - Report month**
 - Agency code** - this is the university issued vehicle number
 - Previous Month Odometer** - last odometer reading of previous month
- * Each Trip/Daily entry MUST include:
 - Date**
 - Ending odometer** reading
 - Purpose**
 - Destination**
 - Driver's last name**
 - Number of passengers** (do not include driver)
 - Fuel purchases** (type, quantity & cost entered on day vehicle is fueled)
 - Repair information** - show transportation entry on daily form and provide at a minimum the date and description in lower section of form.

ADD	Month End Odometer	Use additional pages as necessary.	ADD	Fuel data entry must be per transaction
	2 5 8 8 1	Use totals from final page for Data Entry purposes.		
Count of Trips	9	Total Passengers/Mo.	6	

Date	Invoice #	Task ID	Repair Description	Parts	Labor Costs	Total Costs
6			PM			

End of Month Reminders:

- * Enter Month End Odometer reading
- * Enter total count of trips for month
- * Enter total count of passengers for month
- * Custodian must sign form(s)
- * Submit completed forms (original sheets only) as required

I certify that I have read the provisions of law quoted in the operation and maintenance of this vehicle have

Signature of Custodian: **John Doe**

that