

Monthly Use Report

Vehicle Custodian	Vehicle Make	Type	Year
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Report Month	License #	Agency Code	
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DATE	Previous Month Odometer				Purpose	Destination	Driver Last Name	Number of Passengers (per trip)	Fuel/Fluid Type CNG=COMP.NAT.GAS DSL=DIESEL ELE=ELECTRICITY ETH=ETHANOL GAS=UNLEADEDGAS LPG=PROPANE MTH=METHANOL BDL=BIODIESEL	Lub./ Fluid or Fuel Qty.	Cost
	Trip/Daily Ending Odometer										

↓	Month End Odometer	Use additional pages as necessary.	↓	Fuel data entry must be per transaction
Count of Trips		Use totals from final page for Data Entry purposes.	Total Passengers/Mo.	

Date	Invoice #	Task ID	Repair Description	Parts	Labor Costs	Total Costs
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$

I certify that I have read the provisions of law quoted in the accompanying documents, that the foregoing report is correct, and that the operation and maintenance of this vehicle have been in accordance with lawful orders.

Signature of Custodian: _____