Note: Vehicle records must be maintained for audit purposes. This data is collected and entered into VROOM, a USGS database. It is important that all of the required information be included on the record and that it be reviewed and signed by an appropriate individual within the department. Incomplete and inappropriate entries will result in audit criticism. Completed forms must be maintained in department records for three (3) complete fiscal years.

Vehicle Use Record: FILL OUT DAILY AND TURN IN MONTHLY

MO/YR	VEHICLE LOCATION	TAG NO.	V	_				
	T	<u> </u>	Т т	me	Mileage		Print Driver Name	I certify that my driver's license is valid and trip
Date	Origination/Destination	Purpose of Trip	Out	In	Out	In	Print Driver Name	information is accurate. Driver's signature below:
								-

Enter Fuel and Repair Costs on Reverse

Gal's of fuel (each	Fuel Cost	Gal's of fuel (each	Firel Coat	Maintenance Performed	Maintenance	Safety Inspection Performed (Dates)	Repair Costs (if applicable)	Tune-up Performed	Lube/Oil/ Filter
transaction)	ruei Cost	transaction)	Fuel Cost	(Dates)	Costs	Performed (Dates)	applicable)	(Dates)	(Date)