

# FLEET & MAIL DIVISION MONTHLY VEHICLE REPORT

(Submit within 8 working days after end of month)

NO. **214034**

REPORT FOR THE MONTH OF \_\_\_\_\_

DATE REPORT COMPLETED \_\_\_\_\_

OFFICIAL VEHICLE NUMBER \_\_\_\_\_

VEHICLE MAKE/MODEL \_\_\_\_\_

ODOMETER READING 1ST OF MONTH \_\_\_\_\_

ASSIGNED TO DEPARTMENT \_\_\_\_\_

VEHICLE IDENT. NUMBER (V.I.N.) \_\_\_\_\_

ODOMETER READING END OF MONTH \_\_\_\_\_

	DESTINATION		DAILY ENDING MILES	NUMBER MILES DRIVEN	(1) FUEL (2) ••			(1) OIL			LUBE COST	DETAIL THESE COSTS ON THE BACK OF THE REPORT				TOTAL COST
					P/F FROM	GAL	TYPE	COST	P/F FROM	QTS.		COST	TIRES COST	PARTS COST	LABOR COST	
	FROM	TO														
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<b>TOTALS</b>					<b>X</b>	<b>X</b>		<b>X</b>								

- 1) Fuel and Oil Purchases
- P = Retail Pump
- S = State Pump
- B = Bulk
- 2) Fuel Type
- G = 10% Ethanol
- 8 = 85% Ethanol
- D = Diesel
- N = CNG

**RECAP FUEL PURCHASES BELOW**

From PSB	Total Gallons	Type	Total Cost

Preventative Maintenance Inspection (25,000 miles intervals or 18 months)  
 Date Inspected \_\_\_\_\_ Odometer \_\_\_\_\_

Lube/Oil Change (Every 180 days or 4,000 miles)  
 Date \_\_\_\_\_ Odometer \_\_\_\_\_

Driver's Signature \_\_\_\_\_

Domicile \_\_\_\_\_