

## Monthly Use Report

Vehicle ID # _____		Vehicle Year/Make/Model: _____	
Vehicle Custodian - _____	Report Month/Yr - _____	License # _____	Agency Code - 739 _____

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	Gallons	Total Cost
	Trip/Daily Ending Odometer							
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
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24								
25								
26								
27								
28								
29								
30								
31								

ADD ↓	Month End Odometer	<b>Use additional pages as necessary.</b>	<b>Fuel <u>data entry</u> must be per transaction</b>
Count of Trips	total miles		
	0		

Incidental Lubricants / Fluids					Lubricant/Fluid Types	
Date	Type	Qty.	Cost/each	Total Cost		
					Engine Coolant	
					Motor Oil	
					Gear Oil	
					Transmission Fluid	
					Brake Fluid	
					Hydraulic Fluid	

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: \_\_\_\_\_

[For Interactive version: https://www.ttuhs.edu/administration/documents/ops/op63/op6303b.pdf](https://www.ttuhs.edu/administration/documents/ops/op63/op6303b.pdf)