NRCS Monthly Vehicle Usage Log

Tag No:_____ **Vehicle Model & Year:**_____

Month/Year:_____ **Vehicle Official Location:**_____

Date	Driver's Name	Destination	Beginning Odometer	Ending Odometer	Fuel Purchased (Y or N)	Maint or Repair? (Y or N)

IF YOU HAVE ANY PROBLEMS WITH THIS VEHICLE, PLEASE LET THE SUPERVISOR KNOW.

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Insert this side face up in the printer. Make sure the envelope flap is open. See below.

Three hole punch to place inside binder and store in glove box.

Place all vehicle receipts inside the envelope. Monthly the log and receipts are to be filed in the office under file code 120-19-13, Vehicle Management folder.