



NOTE: Vehicle logs must be maintained for audit purposes. It is important that all of the required information be included on the log 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 record for three(3) complete fiscal years.**

VEHICLE USE RECORD

M/Y	DEPARTMENT	VEHICLE LOCATION	VEHICLE #		TAG #		VEHICLE MAKE, MODEL, AND YEAR				
Date	Origin/Destination	Purpose	Time Out	Time In	Mileage Out	Mileage In	Account #	M&S Fees?	Faculty UFID	Driver's Name	Driver's Certification of (a) Accuracy of Information (b) Valid Driver's License

I certify that I have reviewed the Vehicle Use Record and all drivers of this vehicle are in possession of a valid operator's license.

All Drivers must possess a valid operator's license. Seat belts must be used and speed limits observed.

Name Title Date