

Northwestern Oklahoma State University
Alva, Oklahoma

VEHICLE USE REPORT

Vehicle _____

PLEASE FILL IN ALL BLANKS!

Date trip began _____ Date car returned _____

Department _____

Purpose of trip _____

Odometer reading on arrival at Alva \$ _____

Odometer reading at beginning of trip \$ _____

Total distance traveled _____

Gas purchased (Gal. _____) \$ _____

Oil Purchased \$ _____

Total \$ _____

Report in detail any repairs made on trip _____

Cost \$ _____

Report condition of car when trip is completed and repairs needed to prepare car for next trip _____

Signed _____

Driver's Name (University Employee In Charge)