# QUARTERLY VEHICLE MILEAGE REPORT

| Name | | Position | Department |
|---|---|---|---|
| Unit No. | License No. | Vehicle Description | |

| Date | Odometer Reading |
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The odometer readings are to be read on the last day of each quarter--March 31, June 30, September 30, December 31. The driver of assigned vehicle is responsible for reporting this information to their department head.

Each department will send a copy of the report for each vehicle to the Chief Financial Officer.

Form B-119