Form 18

NORTHWEST COMMUNITY ACTION, INC.
AGENCY VEHICLE LOG

Description of Vehicle: _____ License Number: _____

Date	Driver	Odometer Begin	Odometer End	Destination	Purpose

- List **all** charges pertaining to this vehicles (gas, regular maintenance, repairs)
- Attached all **signed receipts**
- Inform Program Director regarding changes in vehicle's condition and/or repairs needed
- Vehicle log is due in the office by the 15th and last day of each month

Date	Place of Business	Description	Charge Amount

The charges listed above were necessary to the performance of my duties with the agency.

Signature _____ Date _____

Approved by _____ Date _____