

# AG CAR FLEET – AUTHORIZATION AND REPORT FORM

*Print this form on white, yellow and pink NCR paper.*

**INSTRUCTIONS (Please read all instructions)**

1. Complete top half of form prior to picking up vehicle.
2. Turn in all copies to AG Fleet Office at time of vehicle pick-up.
3. OUT: Record starting mileage and condition of vehicle.
4. IN: Record ending mileage and condition of vehicle.
5. Turn in white & yellow copies at end of trip.
6. Driver authorization must be obtained prior to vehicle pick-up.
7. Attach receipts for gas & maintenance repairs.
8. *Vehicles are expected to be returned in clean condition with 1/2 tank of gas.*

Drivers Name \_\_\_\_\_ Telephone \_\_\_\_\_ Department Name \_\_\_\_\_

Destination \_\_\_\_\_ Inclusive Dates  
 From \_\_\_\_\_ To \_\_\_\_\_  
 Time \_\_\_\_\_ Time \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_ Dept. Approval/Principal Investigator \_\_\_\_\_

<b>CHARGES</b>							
	FUND	ACCOUNT	UNIT	DIV	DEPT	ACT	CLASS

*COMPLETE TOP PORTION OF FORM PRIOR TO VEHICLE RECEIPT*

MILEAGE

END \_\_\_\_\_

START \_\_\_\_\_

TOTAL \_\_\_\_\_

CAR# \_\_\_\_\_

<b>CHARGES:</b>	<b>OFFICE USE ONLY</b>
Per Diem Charge _____	_____
Mileage Charge _____	_____
Penalties/Credits _____	_____
Total _____	_____

**VEHICLE CONDITION AND MAINTENANCE SUMMARY**  
 (✓= Satisfactory, R= Needs Repair — If repair is needed please explain below.)

Before Operation	IN	OUT	During Operation	IN	OUT	AT Each Fuel Fill	IN	OUT
Body			Brakes			Engine Oil		
Tires			Exhaust System			Engine Coolant		
Lights			Wheel Alignment			Windshield Fluid		
Door Operation			Steering System			Hood Latch		
Glass Condition			Headlight Aim			Engine Belts/Hoses		
Seat Adjustment			Transmission Shift			Fuel Tank Cap		
Mirror Operation			Acceleration			Windshield Wipers		
Horn			Lighter Hazard			Signals		
Seat Belts			Heat/Defrost			Warning Lights		
Cleanliness			Radio			Tire Pressure		

**COMMENTS:**