WILDLIFE ECOLOGY AND CONSERVATION

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.**

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

Vehicle Number: **Tag Number:** **Make/Model/Year:**

DATE	ORIGIN/DESTINATION	BUSINESS PURPOSE	MILEAGE OUT	MILEAGE IN	PROJECT TO BE CHARGED	FACULTY NAME/DRIVERS NAME (PLEASE PRINT)	DRIVER SIGN HERE