

MONTHLY VEHICLE VALETING EXPENSE LEDGER

Month / Year:

Department / Unit:

Prepared By:

Authorized By:

DATE	VEHICLE REG / ID	SERVICE PROVIDER	DESCRIPTION OF SERVICE (DETAILING/WASH)	QTY	AMOUNT / COST

Subtotal

Tax / VAT

Grand Total

Submitted By (Signature & Date)

Approved By (Signature & Date)