

COMMERCIAL VEHICLE CLEANING EXPENSE LOG

Fleet Maintenance & Detailing Record

Department / Division:

Log Period (Dates):

Fleet Manager:

Authorized Budget Code:

DATE	VEHICLE ID / REG	TYPE OF SERVICE	SERVICE PROVIDER / VENDOR	INVOICE / REC #	UNIT COST	TAX	TOTAL AMOUNT

Subtotal	
Total Tax	
Grand Total	

Prepared By (Name & Signature) Date

Authorized Approval (Name & Signature) Date