

VEHICLE TIRE & HARDWARE EXPENSE SHEET

Expense Report for Vehicle Maintenance, Parts & Tires

SHEET NO.

Employee Name		Date Submitted	
Department		Job/Project Ref	
Vehicle Make/Model		License Plate No.	
Odometer Reading		VIN / Fleet ID	

DATE	ITEM DESCRIPTION / PART NUMBER	CATEGORY (TIRES/HARDWARE/PARTS)	VENDOR / SUPPLIER	QTY	UNIT PRICE	TOTAL PRICE

Subtotal	
Sales Tax	
Other / Shipping	
Total Amount	

Employee Signature Date

Authorized Approver Signature Date

