

CORPORATE VEHICLE LEASE PAYMENT LOG

COMPANY NAME _____

DEPARTMENT / COST CENTER _____

LOG PERIOD (FROM) _____

LOG PERIOD (TO) _____

VEHICLE & LEASE DETAILS

VEHICLE MAKE & MODEL _____

LICENSE PLATE NO. _____

VIN (VEHICLE IDENTIFICATION NO.) _____

LEASE PROVIDER / LESSOR _____

LEASE AGREEMENT NO. _____

MONTHLY LEASE AMOUNT _____

LEASE START DATE _____

LEASE END DATE _____

ALLOWED ANNUAL MILEAGE _____

PAYMENT HISTORY LOG

PAYMENT DATE	REFERENCE/INV NO.	PERIOD COVERED	ODOMETER READING	BASE PAYMENT	TAX/VAT	OTHER FEES	TOTAL AMOUNT

Subtotal Base _____

Total Tax

Total Fees

Grand Total

Prepared By (Name & Signature)

Approved By (Name & Signature)