

BUSINESS CAR LEASE RECORD

Expense & Payment Tracking Template

Record Period: _____

Department: _____

Cost Center: _____

VEHICLE & LEASE INFORMATION

VEHICLE MAKE / MODEL

YEAR / COLOR

VIN (VEHICLE ID NUMBER)

LICENSE PLATE NO.

LEASE AGREEMENT NO.

LEASING COMPANY (LESSOR)

LEASE COMMENCEMENT DATE

LEASE EXPIRY DATE

ANNUAL MILEAGE ALLOWANCE

LEASE FINANCIAL TERMS

MONTHLY BASE PAYMENT

TAXES & FEES (MONTHLY)

TOTAL MONTHLY PAYMENT

SECURITY DEPOSIT

DOWN PAYMENT / CAPITALIZED COST RED.

EXCESS MILEAGE RATE (PER MILE)

PAYMENT HISTORY LEDGER

NO.	DUE DATE	PAYMENT DATE	REF / CHECK #	BASE AMOUNT	TAX	TOTAL PAID	ODOMETER	STATUS
Total YTD								

PREPARED BY (NAME & SIGNATURE)

AUTHORIZED APPROVAL & DATE