

Annual Fleet Inventory Report

Submit annually by June 30. Attach detailed vehicle inventory list and supporting documentation.

Report Information

Fiscal Year *

Report Date *

(MM/DD/YYYY)

Prepared By *

Fleet Summary

Total Vehicles in Fleet *

Sedans

SUVs

Vans

Trucks

Utility Vehicles

Other

Fleet Changes This Year

Vehicles Acquired

Acquisition Cost

Vehicles Disposed

Disposal Revenue

Fleet Utilization

Total Miles Driven (all vehicles) *

Total Fuel Gallons Used

Total Fuel Cost

Average MPG (fleet-wide)

Maintenance Summary

Total Maintenance Cost *

Number of Repairs

Vehicles with Major Repairs

Accident/Incident Summary

Total Accidents Reported

--

Budget Recommendations

Fleet budget recommendations for next fiscal year

Certification & Approvals

I certify this inventory is accurate and complete *

Fleet Manager

Sign above

Date: _____

Comptroller

Sign above

Date: _____

Division Vice President

Sign above

Date: _____

Business & Finance Vice President

Sign above

Date: _____