

## Monthly Log of Temporarily Assigned State Vehicles

Instructions: Any facility/unit that has authorization for temporarily assigned state vehicles must complete this log and submit through the chain of command to the Business Services office by the 5<sup>th</sup> working day of the month.

Facility/Unit: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

<u>Name of Authorized Employee</u>	<u>Location of Assignment</u>	<u>Date Authorized/Date Expires</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Note: Authorization may not exceed 60 days.

A new "Request for Temporary Authorization to Use State Vehicle" (Attachment F) must be completed for any employee who meets the criteria for a temporarily assigned vehicle and whose current authorization is expiring.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Facility/Unit Head / Date

\_\_\_\_\_  
Printed Name of Facility/Unit Head

Distribution: Chief Financial Officer  
Administrator of Fleet Management