

TO: Employees Who Use a County Pool Vehicle
FROM: Ron Woody, County Executive
SUBJECT: County Pool Vehicles - Mileage Log
DATE: November 12, 2010

In an effort to account for and capture data on the use and service of county vehicles we shall begin on December 01, 2010 collecting information on a monthly basis.

Each county vehicle which is not assigned to a specific individual and/or is used by more than one person will have a monthly mileage log report form (Pool Vehicles).

A specific individual will be responsible for the monthly report.

Each individual who drives the Pool Vehicle will be responsible for completing the mileage log. The form should be turned in to the Accounting Department at the first of each month. Please also attach all gas tickets (not previously submitted) to the monthly forms.

RW11/2010

