

University of Missouri
Vehicle Maintenance Log

Page number: _____

Campus		Department:			
Vehicle License Number		Vehicle Year/Make/Model		Date Purchased	Mileage at Purchase
Date	Current Mileage	Dealer/Shop	Service Performed	Invoice or Work Order Number	Charges

Record all maintenance and repairs, including routine maintenance such as inspections, oil changes and tune-ups. While vehicle is under warranty some services may be at no cost. However, an invoice documenting services performed should be requested. Any incidental charges such as towing or other expenses should be recorded on the log. Receipts or invoices should be retained as appropriate for the payment method.