

## THE PROCEDURE FOR THE MILEAGE REPORT

The departments should turn in their monthly mileage report at the end of each month on how many vehicles they have at .20 a mile to Accounting Section at Fleet Management Department and this is very important. The Mileage Report is needed on the form for our records and do not call in. If the mileage report is not in for that month the Accounting Section will estimate the mileage report for that month at 1,000 and the total will be \$200.00, but we do not allow this all the time. If you would sent in your mileage report by fax No#: (928) 871-7038 it would be easier for the Accounting Section and send in the original after your Supervisor signs it.

After the mileage reports are put together for the Divisions from the Accounting Section the Mileage reports the journal vouches are sent to General Accounting to Stanley Sandoval to input in their system for final report.

In each departments the Accountants should make sure their accounts have money for each month if not to make Budget Transfer and let the Accounting Section know at Fleet Management Department.

Clara Casuse, Accounting Technician take care of four Divisions on Mileage Reports for permanent assigned vehicles and also on the Pro-rates too.

- (6) Division of Health
- (12) Division of Natural Resources
- (14) Division of Public Safety
- (18) Division of Environmental Protection (EPA)