|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Report Month & Year:** | |  | | | | **Year/Make/Model:** | |  | | **License Plate #:** | | | |  | | | | | | | |
| **Vehicle Log Submitted By: (print)** | |  | | | | **Approved By:**  **Supervisor’s Initial** | |  | **Fuel Card Number:** |  | | | | | **Fuel Tank Capacity (Gallons):** | | | | |  | |
| **Fuel Card Type (please circle one): Vehicle Dozer Spare ME** | | | | | | | | | | |  | **RECORD OF FUEL PURCHASES** | | | | | | | | | **Location / Vehicle Coordinator Use Only** |
| **Date** | **Previous Month Odometer** | | | | | **Purpose of Trip /** | |  | **Driver/User** | | **# Passen**  **gers** | **(Entry must be per Transaction)** | | | | | | | | |
|  | | | | |  |  | **Fuel Type** | | | | |  |  | | **Reprice**  **Amount** |
|  | | | | | **Fuel Use** | | **Destination** | **Last Name (Print)** | | **Method of Pmt** | **Vehicle** | | | **Other Use** | | **Qty** | **Receipt**  **Amount** | |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  |  | | | | |  | |  |  | |  |  |  | | |  | |  |  | |  |
|  | | | | | | | | | **Total Number of Passengers** | |  | **TOTALS** | | | | | |  |  | |  |  |
| **# Trips :** |  |  |  |  |  |  | **FUEL CARD IS TO BE USED FOR FUEL PURCHASES** | | **FUEL TYPE** | | | **METHOD OF PAYMENT** | | | | | | | | | |
| **Ending Odometer:** | |  | | | | | **Gas – Unleaded** | | | **F - Fuel Card** | | | | | **C - Cash** | | | | |
|  | |  |  |  |  |  | **DSL – Diesel** | | | **P – Procurement** | | | | |  | | | | |

**Trans-F-107 11/21/2017**

**Transportation Department**

**Fuel Monthly Summary Form**

*This form is due by the 5th of the Month*