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| **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** |
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|  | **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*