

ABATE OF OHIO, INC.
PRODUCT FUEL CARD LOG & REQUEST

Card Purchase Date ____ / ____ / ____

Starting Card Balance \$_____.____

#	Date	Trip Description	Miles	Fuel Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

I attest that all expenses noted above are directly related to the execution of my duties as State Products Director of ABATE.

I request a fuel card in the amount of \$_____.____

Signature _____ Date ____ / ____ / ____

Fuel Card Approved? Yes / No

Reviewed by _____ Title _____

Signature _____ Date ____ / ____ / ____

Notes:

ABATE OF OHIO, INC.

PRODUCT FUEL CARD LOG & REQUEST

Characteristics:

1. Category: Product.
2. Established by: request of Finance Committee.
3. Purpose: To provide and oversee fuel card for use by State Products Director.
4. Audience: State Products Director.
5. Required? Yes.

Use & Request Directions:

1. Card Purchase Date – in mm/dd/yy format.
2. Starting Card Balance – in dollars and cents.
3. For each trip:
 - a. # – pre-printed trip number.
 - b. Date – in mm/dd/yy format.
 - c. Trip Description – any information needed to explain fuel usage.
 - d. Miles – total miles driven.
 - e. Fuel Cost – total of all fuel purchases required in dollars and cents.
4. I request a fuel card in the amount of – in dollars and cents. Not to exceed \$250.00.
5. Signature –of State Products Director.
6. Date – of signature in mm/dd/yy format.

Review Directions:

1. Fuel Card Approved? – circle Yes or No.
2. Reviewed by – name of officer reviewing the report.
3. Title – of officer reviewing the report.
4. Signature – of officer reviewing the report.
5. Date – of signature of officer reviewing the report in mm/dd/yy format.

Special Cases:

1. Each fuel receipt must have corresponding trip number printed on back.
2. Multiple receipts may be required for a trip.
3. All receipts and the exhausted fuel card must be returned with completed report.
4. Add notes as needed to clarify or instruct.

Handling:

1. Send to: Finance Committee c/o State Office.
2. Deadline: Received within fourteen days of last fuel purchased.