

## Gas Card Receipt Log Sheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Campus/Department: \_\_\_\_\_

Please circle the type of gas card checked out:

Chevron      Exxon      Shell      Valero

Destination: \_\_\_\_\_

Departure date: \_\_\_\_\_

Return date: \_\_\_\_\_

Please attach **ALL** gas receipts to this form and return to the Business Office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*To be completed by the Business Office*

Receipt date: _____	Amount: \$ _____
Receipt date: _____	Amount: \$ _____
Receipt date: _____	Amount: \$ _____
Receipt date: _____	Amount: \$ _____
Receipt date: _____	Amount: \$ _____
Receipt date: _____	Amount: \$ _____

Account code: \_\_\_\_\_ P.O. # \_\_\_\_\_