Please use the following checklist in preparing your Fuel Card Report for submission to the Department of Procurement. If you have any questions, please feel free to contact us. Thank you for your assistance.

**Contact:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bianca Reyes</td>
<td>333-5705</td>
</tr>
<tr>
<td>Beverly Amiot</td>
<td>245-4393</td>
</tr>
</tbody>
</table>

_______ Include Fuel Card Charges Log

_______ Approving official's signature is on the Fuel Card Charges Log

_______ Approving official's signature is dated on the Fuel Card Charges Log

_______ Approving official's printed name is on the Fuel Card Charges Log

_______ Receipts/Lost Receipt Affidavits are in the same order as they are listed on the Fuel Card Charges Log

NOTE: Due to the size and nature of fuel receipts, receipts must be adhered to a blank sheet of 8.5" X 11" paper, affix as many as will fit but do organize them in order from left to right, top to bottom. Use of clear tape is recommended. Please be sure that none of the print on the receipt is covered by the tape, even if using clear tape, as the glue in clear tape will cause any ink it touches to fade significantly.

_______ A receipt is included for each charge on the Fuel Card Charges Log

NOTE: Receipts must be original. If a receipt is lost, attempt to obtain a copy from the vendor. If a copy of a receipt is provided, also provide a detailed explanation of why the copy was provided. If the receipt is lost and attempts to obtain a copy from the vendor are unsuccessful, then provide a Lost Receipt Affidavit.

_______ Driver name and vehicle number is on each receipt. This information should also match the log.