

FUEL CARD LOG & RECEIPT PROCEDURES

A Fuel Card Log should be maintained by the school bookkeeper or site supervisor for the checkout of site-assigned district fuel cards. These logs should be updated and completed each time a fuel card is checked out to purchase fuel for a district vehicle or gas can.

1. When a card is requested, the following fields should be completed on the log at the time of checkout:
 - a. Employee Name (person checking out the fuel card)
 - b. Employee Signature
 - c. Card Number (see example below to locate the correct fuel card number)
 - d. Date
 - e. Vehicle Number or Gas Can
2. When the employee returns, the employee should submit to the bookkeeper or supervisor the fuel card and corresponding receipt for the fuel purchased.
3. The bookkeeper or supervisor should then complete the remaining fields on the log based on the receipt submitted.
 - a. Gallons Purchased
 - b. Receipt Amount
4. Fuel Card Logs and corresponding receipts should be submitted to the Purchasing department by the 10th of each month for any fuel purchases made during the prior month. (Ex: Fuel Card Logs and receipts for July would be due to Purchasing by August 10th.) However, bookkeepers and supervisors can submit logs and receipts after each transaction throughout the month, or as one lump report at the beginning of each month for the prior month.

Please send documents to: Kristin Marschka
Purchasing Department

NOTE: To request a fuel card for your site or to make changes to assigned employees, please contact Kristin Marschka at marschkak@leonschools.net.

***Example: The fuel card number is circled in yellow. Please locate this number on the fuel card and use it to complete the "Card Number" field on the Fuel Card Log.

