



FREMONT UNION HIGH SCHOOL DISTRICT
FUEL PURCHASE TRACKING FORM

When fueling a district vehicle, you must complete all of the information listed in the table titled DISTRICT VEHICLE FUEL PURCHASE. If you are not sure of the vehicle ID, please contact Francisco Hernandez at 522-2257. You must attach a receipt for every purchase. If you are fueling more than one vehicle, please use a separate transaction line and attach a **separate receipt for each vehicle**.

When fueling a District gasoline can, you must complete all of the information listed in the table titled GASOLINE CAN FUEL PURCHASE. If you are fueling more than one can, please use ONE transaction line below. You must **attach a receipt for every purchase**.

Each time you make a gasoline/fuel purchase (Vehicle or Can) please be sure to sign and date this form, attach all receipts and then turn the form into your Supervisor/Manager. Managers are responsible for sending in all Fuel Purchase Tracking Forms to Matt Bryant/Erik Walukiewicz at the end of each month.

Name of Employee: _____

Site/School: _____

DISTRICT VEHICLE FUEL PURCHASE						
#	Date of Purchase	Vehicle ID	Odometer Reading	Gallons Purchased	\$ Per Gallon	Total Charge
1						
2						
3						
4						

GASOLINE CAN FUEL PURCHASE					
#	Date of Purchase	Total # of Cans	Gallons Purchased	\$ Per Gallon	Total Charge
1					
2					
3					
4					
5					

I hereby certify that the above information is accurate and all purchases were for authorized district uses.

Employee Signature

Date