

GSU VEHICLE# \_\_\_\_\_

## GEORGIA STATE UNIVERSITY FUEL LOG

PAGE \_\_\_\_ OF \_\_\_\_

RED CARD# \_\_\_\_\_

MONTH \_\_\_\_\_

LINE	DATE	ENDING MILEAGE	FUEL	OIL	COST	SIGNATURE	REMARKS
1							
2							
3							
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Manager/Supervisor's Signature certifies all fuel card transactions have been reviewed to ensure compliance with policies regarding the purchase of fuel and other items that may be purchased on the fuel card. Authorized card users are not allowed to approve their own fuel card transactions and supervisor review and approval is required without exception. This log applies to Vehicle and Equipment Cards. The cutoff for each month is the last calendar day of the month. At which time, original logs and receipts are to be forward to the Georgia State University Fleet Coordinator no later than the 5th day of the new month. Departments are required to maintain a copy of all logs and receipts for two years. Questions and issues may be addressed to [propertycontrol@gsu.edu](mailto:propertycontrol@gsu.edu) or 678.891.3928

SUPERVISORS NAME PRINTED: \_\_\_\_\_

SUPERVISORS SIGNATURE: \_\_\_\_\_