Check In - Fuel - Prep Log

Today's Date			Location						Please classify each fuel purchase that is not collected from a customer.						
	Check-in Employee Number / Name	Check-in Time	Vehicle Number	Check-in Rental Agreement Number (RA)	Customer Returned Vehicle Full & **Presented a Valid Fuel Receipt**	Fuel Amount Charged and Collected from	Cost of Fuel Purchased	Vehicle Re-Fueled By Emp Number	Vehicle Cleaned and Prepped By Emp Number	In-Bound Transfer Fuel Expense (note receiving location code)	Sending Loc	Location Operations Fuel Expense	Out of Service Fuel Expense	Auction Fuel Expense	New Fleet Addition Fuel Expense	Foreign Fleet Fuel Expense (must bill owning city)
1					Y ---- or ---- N											
2					Y ---- or ---- N											
3					Y ---- or ---- N											
4					Y ---- or ---- N											
5					Y ---- or ---- N											
6					Y ---- or ---- N											
7					Y ---- or ---- N											
8					Y ---- or ---- N											
9					Y ---- or ---- N											
10					Y ---- or ---- N											
11					Y ---- or ---- N											
12					Y ---- or ---- N											
13					Y ---- or ---- N											
14					Y ---- or ---- N											
15					Y ---- or ---- N											
16					Y ---- or ---- N											
17					Y ---- or ---- N											
18					Y ---- or ---- N											
19					Y ---- or ---- N											
20					Y ---- or ---- N											
21					Y ---- or ---- N											
22					Y ---- or ---- N											
23					Y ---- or ---- N											
24					Y ---- or ---- N											
25	**Total**	**Total**	**Total**	**Total**	**Total**											