Fleet Vehicle Fuel Checkout Card Transaction Log

Card Name	(as	printed	on	nlastic`	۱

By signing below you agree to the University Payment Card policies and procedures and the department's specific guidelines for use of this card.

A copy of the payment card policies and procedures can be requested from the Card Trustee. This card is for Vanderbilt fleet vehicle fuel ONLY. This c ard and all receipts must be returned within 24 hours, unless otherwise approved. Failure to do so may result in loss of card privileges.

To be completed upon check out of card			To be completed upon return of card and supporting documentation			
Signed Out to: (Print)	Signed Out to: (Signature)	Date	Phone #	Merchant Name	Date	Receipt Amount
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