WESTERN WASHINGTON UNIVERSITY

COMDATA FUEL CARD LOG SHEET

The log should contain all information necessary to reconcile transactions to the online data (monthly). All receipts and other supporting documents should be attached and available when requested.

Dept Name	Month & Year	Card Number

Date	Card Checked Out To *Each Card user must sign the Comdata Fuel Card User Agreement*	Vehicle Used & Description of Use	Date / Time Checked Out	Date / Time Checked In & Odometer Reading

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Card Custodian Signature & date *Second Signature (if card custodian is card user) & date*