



## Instructions for the Diesel Inventory Form

- Item A. Enter the terminal name.
- Item B. Enter the date for the inventory.
- Item C. Enter the actual ending balance from the previous month's inventory report.
- Item D. List all receipts for bulk fuel purchases.
- Item E. Enter the total of all receipts. Copy into square E2.
- Item F. Enter ending meter reading for this month.
- Item G. Enter ending meter reading from previous month
- Item H. Enter total disbursements (Item F minus Item G). Copy into square H2.
- Item I. Enter the calculated ending balance (Item C plus Item E2 minus Item H2).
- Item J. Enter the ending stick reading.
- Item K. Enter the actual ending balance (from the stick reading) in gallons.
- Item L. Enter the difference (Item I minus Item K, bracket credit amounts).