

COASTAL TRANSPORT CO., INC.
 1603 Ackerman Road
 San Antonio, Texas 78219

OIL INVENTORY	
A Terminal _____	B Date _____

Beginning Inventory Balance (in quarts)			C	+
D RECEIPTS				
Vendor Name	Invoice Number	Quantity		
		+		
		+		
		+		
		+		
		+		
		+		
		+		
		+		
Total Receipts		E1	E2	+
Total Usage			F	-
Calculated Ending Balance			G	+
Stick Reading	H	_____ In.		
Actual Ending Balance			I	-
Difference			J	

I hereby certify that the above information is a true and accurate account of my oil inventory.	
Signature: _____	Date: _____

Instructions for the Oil 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 oil purchases.
- Item E. Enter the total of all receipts. Copy into square E2.
- Item F. Enter number of quarts used for this month.
- Item G. Enter the calculated ending balance (Item C plus Item E2 minus Item F).
- Item H. Enter the ending stick reading.
- Item I. Enter the actual ending balance (from the stick reading) in quarts.
- Item J. Enter the difference (Item G minus Item I, bracket credit amounts).