



REPORT FOR:  
 ABC, INC  
 0496001234567  
 MAR-01-20XX TO MAR-31-20XX

# Purchase Activity Report

| CARD NUMBER | CARD EMBOSING    | VEHICLE/ASSET IDENTIFIER | VEHICLE DESCRIPTION | PLATE (ST)   | VIN               | DEPARTMENT |
|-------------|------------------|--------------------------|---------------------|--------------|-------------------|------------|
| 0013        | 2009 Ford Taurus | 123456                   | 2009 Ford Taurus    | 1234567 (ST) | 12345678901234567 | Sales      |

| DATE                                  | TIME  | SITE ADDRESS            | PROMPT INFO  | TRANS CODE | ODOM.        | PROD | UNITS          | COST/ UNIT   | FUEL \$       | SERVICE \$  | OTHER \$ | GROSS \$      | EXC. CODES |
|---------------------------------------|-------|-------------------------|--------------|------------|--------------|------|----------------|--------------|---------------|-------------|----------|---------------|------------|
|                                       |       | PREVIOUS ODOMETER       |              |            | 1,090        |      |                |              |               |             |          |               |            |
| MAR-08                                | 16:11 | 1601 Truman Anytown USA | S Brownswood | OP         | 1,200        | UNL  | 12.074         | 3.739        | 45.14         |             |          | 45.14         |            |
| MAR-15                                | 15:48 | 35 S Linden Anytown USA | S Brownswood | OP         | 1,110        | UNL  | 11.392         | 3.779        | 43.05         |             |          | 43.05         |            |
| MAR-15                                | 18:27 | 176 Gateway Anytown USA | S Brownswood | OP         | 1,600        | UNL  | 7.151          | 3.849        | 27.52         |             |          | 27.52         | ET         |
| MAR-18                                | 10:08 | 1601 Truman Anytown USA | S Brownswood | OP         | 1,650        | UN+  | 9.714          | 4.199        | 40.79         |             |          | 40.79         | DY, PR     |
| <b>PERIOD TOTALS</b>                  |       |                         |              |            | <b>560</b>   |      | <b>40.331</b>  |              | <b>152.15</b> |             |          | <b>152.15</b> |            |
| <b>YTD TOTALS</b>                     |       |                         |              |            | <b>1680</b>  |      | <b>108.884</b> |              | <b>410.82</b> | <b>7.50</b> |          | <b>418.32</b> |            |
| <b>PERIOD AVERAGES: MPG, PPG, CPM</b> |       |                         |              |            | <b>13.89</b> |      |                | <b>3.892</b> | <b>0.20</b>   |             |          |               |            |
| <b>YTD AVERAGES: MPG, PPG, CPM</b>    |       |                         |              |            | <b>13.89</b> |      |                | <b>3.773</b> | <b>0.20</b>   |             |          |               |            |

## DETAILED REPORTING

Detailed reporting is the key to effective expense management. It gives you the information you need, how you need it and when you need it.

- See exact date, time and location of each purchase
- See exact amount purchased and price per gallon
- Identify driver by name
- Find monthly and year-to-date totals
- Monitor fuel type to reduce costs

**TRANSACTION CODES:**

AD = Adjustment    IP = Indoor Payment Terminal    OP = Outdoor Payment Terminal  
 CL = Cardlock      MF = Mobile Fueling                    PS = Private Site  
 CP = Contract Pricing    MN = Manual                              TP = Transponder

**EXCEPTION CODES:**

FD = Fuel Trans/Day                    TU = Fuel Units/Trans                    ST = Purchase Start Time                    PR = Allowed Products  
 SD = Service Trans/Day                BU = Fuel Units/Billing Cycle            ET = Purchase End Time                    SP = Allowed State/ Province  
 FC = Fuel Cost/Trans                    DY = Days Not Allowed                    MT = Manual Trans                            CU = Max PPU  
 SC = Service Cost/Trans



REPORT FOR:  
 ABC, INC  
 0496001234567  
 MAR-01-20XX TO MAR-31-20XX

# Exception Summary

## PURCHASE EXCEPTIONS

| CODE         | DESCRIPTION            | NO. OF EXCEPTIONS | COST OF TRANSACTIONS |
|--------------|------------------------|-------------------|----------------------|
| DY           | Days Not Allowed       | 3                 | 102.45               |
| TU           | Fuel Units/Transaction | 3                 | 95.78                |
| ET           | Purchase End Time      | 2                 | 42.23                |
| PR           | Allowed Products       | 1                 | 27.77                |
| <b>TOTAL</b> |                        | <b>9</b>          |                      |

## CARDS NOT USED

| CARD NUMBER     | DESCRIPTION    | CUSTOMER NUMBER | DATE LAST USED |
|-----------------|----------------|-----------------|----------------|
| 0004            | 07 FORD F550   | 56789           | JAN-01-2016    |
| 0016            | 06 CHEVY C3500 | 23456           | JAN-01-2016    |
| <b>TOTAL: 2</b> |                |                 |                |

### EXCEPTION SUMMARY

captures ALL exceptions and is organized into one easy-to-read summary.



REPORT FOR:  
 ABC, INC  
 0496001234567  
 MAR-01-20XX TO MAR-31-20XX

# Financial Summary

| DEPARTMENT                                               | DESCRIPTION      | FEES |          |              | PURCHASES        |              |             |                  | TOTAL FEES & PURCHASES |
|----------------------------------------------------------|------------------|------|----------|--------------|------------------|--------------|-------------|------------------|------------------------|
|                                                          |                  | QTY  | COST/FEE | TOTAL FEES   | FUEL \$          | SERVICE \$   | OTHER \$    | GROSS \$         |                        |
| SALES                                                    | CARD REPLACEMENT | 1    | 2.00     | 2.00         |                  |              |             |                  |                        |
|                                                          | UNL              |      |          |              | 113.32           |              |             | 113.32           |                        |
|                                                          | UN+              |      |          |              | 206.19           |              |             | 206.19           |                        |
|                                                          | <b>PERIOD</b>    |      |          | <b>2.00</b>  | <b>319.51</b>    | <b>0.00</b>  | <b>0.00</b> | <b>319.51</b>    | <b>321.51</b>          |
|                                                          | <b>YTD</b>       |      |          | <b>6.00</b>  | <b>801.74</b>    | <b>15.00</b> | <b>0.00</b> | <b>816.74</b>    | <b>822.74</b>          |
| OPERATIONS                                               | CARD REPLACEMENT | 1    | 2.00     | 2.00         |                  |              |             |                  |                        |
|                                                          | UNL              |      |          |              | 86.50            |              |             | 86.50            |                        |
|                                                          | DSL              |      |          |              | 4,194.97         |              |             | 3,947.97         |                        |
|                                                          | <b>PERIOD</b>    |      |          | <b>2.00</b>  | <b>4,281.47</b>  | <b>0.00</b>  | <b>0.00</b> | <b>4,281.47</b>  | <b>4,286.47</b>        |
|                                                          | <b>YTD</b>       |      |          | <b>4.00</b>  | <b>12,286.41</b> | <b>0.00</b>  | <b>0.00</b> | <b>12,286.41</b> | <b>12,304.41</b>       |
| ACCOUNT TOTALS                                           | CARD REPLACEMENT | 2    | 2.00     | 4.00         |                  |              |             |                  |                        |
|                                                          | UNL              |      |          |              | 199.82           |              |             | 199.82           |                        |
|                                                          | UN+              |      |          |              | 206.19           |              |             | 206.19           |                        |
|                                                          | DSL              |      |          |              | 4,194.97         |              |             | 4,194.97         |                        |
|                                                          | <b>PERIOD</b>    |      |          | <b>4.00</b>  | <b>4,600.98</b>  | <b>0.00</b>  | <b>0.00</b> | <b>4,600.98</b>  | <b>4,604.98</b>        |
|                                                          | <b>YTD</b>       |      |          | <b>12.00</b> | <b>13,088.15</b> | <b>15.00</b> | <b>0.00</b> | <b>13,103.15</b> | <b>13,133.15</b>       |
| <b>ACCOUNTS PAYABLE SUMMARY - Invoice Number 1234567</b> |                  |      |          |              |                  |              |             |                  |                        |
| PREVIOUS BALANCE                                         | 3,728.65         |      |          |              |                  |              |             |                  |                        |
| PAYMENTS                                                 | 3,728.65-        |      |          |              |                  |              |             |                  |                        |
| PURCHASES                                                | 4,600.98         |      |          |              |                  |              |             |                  |                        |
| DEBITS                                                   | 4.00             |      |          |              |                  |              |             |                  |                        |
| CREDITS                                                  | 0.00             |      |          |              |                  |              |             |                  |                        |
| LATE FEE                                                 | 0.00             |      |          |              |                  |              |             |                  |                        |
| NEW BALANCE                                              | 4,604.98         |      |          |              |                  |              |             |                  |                        |
| AMOUNT DUE                                               | <b>4,604.98</b>  |      |          |              |                  |              |             |                  |                        |

**FINANCIAL SUMMARY REPORT**  
 gives you at-a-glance current and year-to-date purchases sorted out by departments.



REPORT FOR:  
 ABC, INC  
 0496001234567  
 MAR-01-20XX TO MAR-31-20XX

# Site Summary

| BRAND                | ADDRESS          | CITY    | STATE | ZIP   | NO. TRANS | FUEL UNITS       | FUEL \$         | SERVICE \$  | OTHER \$    | GROSS \$        |
|----------------------|------------------|---------|-------|-------|-----------|------------------|-----------------|-------------|-------------|-----------------|
| UNBRANDED            | 1601 Truman St   | Anytown | USA   | 91340 | 2         | 98.550           | 332.01          | 0           | 0           | 332.01          |
| CITGO                | 35 S Linden Ave  | Anytown | USA   | 94080 | 1         | 16.550           | 56.25           | 0           | 0           | 56.25           |
| UNBRANDED            | 176 Gateway Blvd | Anytown | USA   | 94080 | 2         | 24.935           | 73.57           | 0           | 0           | 73.57           |
| CITGO                | 2198 Market St   | Anytown | USA   | 94114 | 2         | 26.488           | 80.00           | 0           | 0           | 80.00           |
| CITGO                | 1259 9th Avenue  | Anytown | USA   | 94122 | 25        | 1,208.076        | 4,059.15        | 0           | 0           | 4,059.15        |
| <b>PERIOD TOTALS</b> |                  |         |       |       | <b>32</b> | <b>1,374.599</b> | <b>4,600.98</b> | <b>0.00</b> | <b>0.00</b> | <b>4,600.98</b> |

**SITE SUMMARY REPORT**  
 shows locations of all transactions allowing you to easily locate stations that provide the best value for your fleet.



REPORT FOR:  
 ABC COMPANY  
 0000-00-123456-7  
 MAR-01-20XX TO MAR-31-20XX

# Tax Summary

| TAX JURISDICTION       | ID         | EXPIRATION  | EXEMPTED TAX \$ | REPORTED TAX \$ | TAX TYPE        | TAX PRODUCT CLASS | UNITS   | GROSS \$ | TAX RATE |
|------------------------|------------|-------------|-----------------|-----------------|-----------------|-------------------|---------|----------|----------|
| FEDERAL                | 12-3456789 | JAN-03-20XX | 41.76           |                 | FEDERAL EXCISE  | GASOLINE          | 228.202 | 642.16   | 0.18300  |
|                        |            |             | 195.82          |                 | FEDERAL EXCISE  | DIESEL            | 805.824 | 2,288.54 | 0.24300  |
| <b>FEDERAL TOTALS</b>  |            |             | <b>237.58</b>   |                 |                 |                   |         |          |          |
| IL                     | 12-3456790 | JAN-03-20XX | 18.26           |                 | STATE EXCISE    | GASOLINE          | 228.202 | 642.16   | 0.08000  |
|                        |            |             | 64.47           |                 | STATE EXCISE    | DIESEL            | 805.824 | 2,288.54 | 0.08000  |
|                        |            |             | 18.26           |                 | STATE SALES TAX | GASOLINE          | 228.202 | 642.16   | 0.08000  |
|                        |            |             | 64.47           |                 | STATE SALES TAX | DIESEL            | 805.824 | 2,288.54 | 0.08000  |
| <b>IL STATE TOTALS</b> |            |             | <b>165.46</b>   |                 |                 |                   |         |          |          |
| CHICAGO COUNTY         |            |             | 17.12           |                 | COUNTY EXCISE   | GASOLINE          | 228.202 | 642.16   | 0.07500  |
|                        |            |             | 60.44           |                 | COUNTY EXCISE   | DIESEL            | 805.824 | 2,288.54 | 0.07500  |
|                        |            |             | 26.97           |                 | COUNTY SALES    | GASOLINE          | 228.202 | 642.16   | 0.04200  |
|                        |            |             | 96.12           |                 | COUNTY SALES    | DIESEL            | 805.824 | 2,288.54 | 0.04200  |
| <b>COUNTY TOTALS</b>   |            |             | <b>200.65</b>   |                 |                 |                   |         |          |          |
| CHICAGO                | 12-3456792 | JAN-03-20XX | 6.42            |                 | CITY SALES TAX  |                   | 228.202 | 642.16   | 0.01000  |
|                        |            |             | 22.89           |                 | CITY SALES TAX  |                   | 805.824 | 2,288.54 | 0.01000  |
| <b>CITY TOTALS</b>     |            |             | <b>29.31</b>    |                 |                 |                   |         |          |          |
| <b>ACCOUNT TOTALS</b>  |            |             | <b>633.00</b>   |                 |                 |                   |         |          |          |

**TAX SUMMARY**  
 allows you to easily track and report  
 exemptions for end-of-year reporting.



# INVOICE/STATEMENT

INVOICE NUMBER: 1234567  
ACCOUNT NAME: ABC Inc.

| ACCOUNT NUMBER   | CREDIT LIMIT | DAYS THIS PERIOD | BILL CLOSING DATE | PAYMENT DUE DATE | AMOUNT DUE |
|------------------|--------------|------------------|-------------------|------------------|------------|
| 0496-00-123456-7 | 15,000.00    | 31               | MAR-31-20XX       | APR-26-20XX      | 4,553.47   |

| DATE        | ACTIVITY DESCRIPTION         | CHARGES/DEBITS | PAYMENTS/CREDITS |
|-------------|------------------------------|----------------|------------------|
| MAR-12-20XX | PAYMENT RECEIVED - THANK YOU |                | 3,728.65         |
| MAR-28-20XX | RETAIL FUEL PURCHASES        | 4,600.98       |                  |
| MAR-28-20XX | CITGO VOLUME REBATES         |                | 57.51            |

**REMINDER**

PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB BELOW.

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

|  |
|--|
|  |
|--|

| PREVIOUS BALANCE | (-) PAYMENTS | (+) PURCHASES | (+) DEBITS | (-) CREDITS | (+) LATE FEE | (=) NEW BALANCE |
|------------------|--------------|---------------|------------|-------------|--------------|-----------------|
| 3,728.65         | -3,728.65    | 4,600.98      | 0.00       | 57.51       | 0.00         | 4,553.47        |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.

TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT.

## CITGO Fleet Universal Card

Fax change of address requests to 1-800-395-0809.  
Make check payable to Fleet Services.  
Use enclosed envelope or send to:

|||||  
Fleet Services  
P.O. Box 5727  
Carol Stream, IL 60197-5727

|                   |                  |
|-------------------|------------------|
| ACCOUNT NAME      | ABC Inc.         |
| ACCOUNT NUMBER    | 0496-00-123456-7 |
| INVOICE NUMBER    | 1234567          |
| BILL CLOSING DATE | MAR-31-20XX      |
| AMOUNT DUE        | 4,553.47         |
| AMOUNT ENCLOSED   |                  |
| PAYMENT DUE DATE  | APRIL-XX-20XX    |

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO LATE FEES.

**INVOICE/STATEMENT**  
is a summary of all fees and fuel rebates each month.