

## MOTOR FUEL REFUND BULK FUEL DISBURSEMENTS SCHEDULE

**Purpose:** Use this Schedule to record individual bulk fuel disbursements for the month.

**Instructions:** Follow the instructions on back of this Schedule. File and maintain completed Schedule for four years.

COMPANY/ INDIVIDUAL INFORMATION				
NAME	ADDRESS	CITY	STATE	ZIP CODE

BULK FUEL TANK INFORMATION					
MONTH	YEAR	BULK TANK #	FUEL TYPE	REFUND PERMIT #	REMARKS

BULK FUEL DISBURSEMENT INFORMATION						
DATE (mm/dd/yy)	TAG # / EQUIP DESCRIPTION	BEGINNING METER READING	GALLONS USED IN HIGHWAY VEHICLES	GALLONS USED IN NON- HIGHWAY VEHICLES	GALLONS USED IN OFF ROAD EQUIPMENT	ENDING METER READING
<b>TOTALGALLONS:</b>						

**K.A.R. 92-3-20** Refunds, books and records.

(a) Each person claiming a refund of motor fuel tax for non-highway usage shall substantiate the claim with adequate records. An officer, partner, or owner shall verify each return as to the accuracy of the information included on the return.

**Fuel used shall be presumed to be for highway use unless it is accurately documented for non-highway use.**

**Company/Individual Information:** Enter the Name, Address, City, State, and Zip Code.

**Bulk Fuel Tank Information:** Enter the Month, Year, Bulk Tank #, Fuel Type, and Refund Permit #.

**Bulk Fuel Disbursement Information:** Enter the Date, Tag # or Equipment Description, Beginning Meter Reading, Gallons used in Highway Vehicles, Gallons used in Non-Highway Vehicles, Gallons used in Off Road Equipment, and Ending Meter Reading.

**Total Gallons:** Enter the total gallons disbursed for Gallons used in Highway Vehicles, Gallons used in Non-Highway Vehicles, and Gallons used in Off Road Equipment. Carry this information over to your Bulk Fuel Inventory/Reconciliation Schedule.

**Example:**

<b>BULK FUEL DISBURSEMENT INFORMATION</b>						
<b>DATE</b> (mm/dd/yy)	<b>TAG # / EQUIP DESCRIPTION</b>	<b>BEGINNING METER READING</b>	<b>GALLONS USED IN HIGHWAY VEHICLES</b>	<b>GALLONS USED IN NON- HIGHWAY VEHICLES</b>	<b>GALLONS USED IN OFF ROAD EQUIPMENT</b>	<b>ENDING METER READING</b>
04/03/09	Compressor1	1850.1			11.1	1861.2
04/03/09	ABC123	1861.2	85.8			1947.0
04/04/09	Loader	1947.0			25.3	1972.3
<b>TOTALGALLONS:</b>			<b>85.8</b>		<b>36.4</b>	