**FUEL VOUCHER**

**About this tool:** This tool is to be used by drivers to request fuel. The driver completes the voucher, passes it to their line manager for authorisation, and then takes the fuel voucher to a fuelling station where the attendant will sign the voucher.

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| **Fuel Voucher** |
| **Date:** |  |
| **Requested By (Driver name):** |  |
| **Requestors Signature (Driver):** |  |
| **Vehicle No.:** | **Plate:** |
| **Fuel Type:** |  |
| **Km Reading:** |  |
| **Litres Requested:** |  |
| **Authorised by *(name)*:** |  |
| **Authorised by *(signature)*:** |  |
| **Litres Filled:** |  |
| **Fuel Attendant Name:** |  |
| **Fuel Attendant Signature:** |  |