

MANUAL ENTRY FUEL TRANSACTION FORM

Revised 11/22/19 AB

Date Fuel Pumped:

Station Number & Location:

Agency Number:

Agency Name:

Vehicle License Plate Number:
(DOT Use Equipment Number):

Gallons Dispensed:

Station Attendant's Name:

Reason for Manual Entry:

Customer's Signature

Customer's Printed Name:

PLEASE NOTE: One of these slips must be filled out each time a Manual Entry Fuel Transaction is done with a Supervisor Key. **Immediately** scan and email to DOT.fuelcontrol@ct.gov.

ONLY if internet is unavailable fax to Fuel Control at 860-258-1978

This Manual Entry Fuel Transaction Form and Supervisor Key instructions are available on the DOT intranet under Documents & Forms > Fuel Control