

EXCISE

DIESEL STORAGE FACILITY/UNIT NUMBER

Opening metre reading		Purchase receipts			Metre reading before disposal	Disposal					Metre reading after disposal
Date	Opening balance reading (litres)	Invoice number	Date	Litres received	Opening balance plus receipts	Date	Litres disposed (if losses occurred, also note here)	Disposed to each vehicle/unit to be indicated separately	Purpose of Disposal (State whether or eligible or non-eligible use)	Opening balance plus receipts minus disposals	
01/01/2012	20 l	D 001	20/01/2012	40 l	60 l	01/03/2012	10 l	Tractor	RX 001	Farming / Ploughing / Plot 1	50 l
01/03/2012	N/A	N/A	N/A	N/A	50 l	01/03/2012	30 l	Truck	SP 011	Farming / Transport to first point of delivery / Address	20 l
01/03/2012	20 l	D 002	07/04/2012	50 l	70 l	01/05/2012	40 l	Tractor	RX 001	Farming / Ploughing / Plot 2	30 l
01/05/2012	30 l	D 003	07/05/2012	20 l	50 l	N/A	N/A	N/A	N/A	N/A	50 l
Opening balance	20(l)	Plus	Total Received	110(l)	Minus	Total Disposed	80(l)	equals		Closing Balance	50(l)

DOCUMENT MANAGEMENT

Business Owner	Executive: Compliance Centre Operations
Document Owner	Executive: Process Solutions Customs & Support Services
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