

Instructions for preparing DA Form 7224-2 (Private Carrier Worksheet)

- 1. Private carrier.** Self-explanatory.
- 2. Fiscal quarter reporting.** Complete using fiscal quarters being reported on.
- 3. Date.** Enter the date of each transaction in this column.
- 4. Service.** Enter the type of service purchased in this column.
- 5. Amount.** Enter the amount charged for each purchase in this column.
- 6. Balance.** Calculate the total by adding the amount to the previous line's total and enter the result in this column.
- 7.** The balance remaining from the current quarter is to be carried forward to the next quarter's worksheet.