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Administrative Procedure # A -F- 3

Subject: Equipment Card Fuel Log

Effective Date: 1/31/2014

Procedure Statement:

All operators are required to maintain a log documenting the filling of the secondary/portable tank as well as the dispensing of fuel from that tank into the equipment/machinery actually consuming the fuel. To allow managers to verify and reconcile fuel purchases made for use in site equipment with an equipment card.

Definitions:

WEX Red Card: A card designated used for the purchase of fuel for secondary storage tanks for dispensing fuel at work sites as well as portable fuel cans or gas tanks. (For use in portable equipment, lawn tractors, mowers, etc.)

WEX Report: Fuel usage report provided monthly from the fuel vendor.

Procedure:

Fuel equipment cards should be stored in the site safe or be in the personal possession of the supervisor who has responsibility for equipment fuel purchases. When purchases are made for use in equipment, the purchase should be recorded on the Equipment Card Fuel Log (see attached, two versions) by the employee making the purchase. Fuel receipts must be attached to the log. Sites may use either log, however it is recommended to use the detailed report where theft has been an issue or a concern.

At the end of each month, the Equipment Card Fuel Log must be reconciled against the WEX report that is provided by the central office and a notation made on the log that this was done. The log/receipts must be reviewed by the supervisor of the staff person who purchased fuel, i.e. Purchaser - Assistant Park Manager, would need the Park Manager's review and initials; Park Manager would need the Region Manager's review and initials. Logs should be kept on file for 5 years with fuel receipts attached.

Each employee who is responsible for fuel purchases should be issued a PIN number to use with the card. Under no circumstances should PIN numbers be shared by employees. Under no circumstances should fuel purchased with a fuel card be used in a vehicle, these purchases must be

completed using the card assigned to the vehicle. (Exception- the pickup of a new vehicle that has not been issued a card one tank of fuel may be purchased for returning to the site).

Attachments:

Attachment 1 – Equipment Card Fuel Log – DETAILED

Attachment 2 – State of Georgia Equipment Card Fuel Log