STANDARD OPERATING PROCEDURE # FDO 1.012

Subject: Emergency Refueling of University Vehicles

Purpose: To define the standard process for “Emergency” refueling of UWF vehicles and the billing of the same. It will be considered “Emergency” refueling when the fuel pump software is not functional.

Procedure: University owned vehicles can be re-fueled from the University’s fuel station. The cost is less than re-fueling at public fuel stations.

In order to purchase fuel at the University’s gas pumps, during an emergency situation (when fuel pump software is not functional), check out a key from the Facilities Stock Room (Building 93, Room 105) between the hours of 7:30AM and 4:00PM on normal business days of the University. Customers must fill out a “Fuel Purchase” form (see below). Upon completion of fueling, return the key and record the exact amount of fuel pumped.

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FUEL PURCHASE

DATE: __________________________
DEPARTMENT: __________________________
NAME (PLEASE PRINT): __________________________
VEHICLE #: __________
MILEAGE: __________
GALLONS: __________
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When a problem is reported with the fuel software, Work Control should obtain a current fuel reading and record the number of gallons of fuel in the tanks. There should be a current reading completed every day while in emergency mode. Work Control should compare the number of gallons in the tank versus the number of gallons pumped each day to ensure all fuel purchase tickets are accurate. Departments will be billed each month for the total fuel purchased.

Special arrangements for fueling after normal work hours have been made for the Police Department. Work control will make appropriate arrangements with other campus departments upon request.

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Currently N/A
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