



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective April 15, 2008, Revised: June 30, 2020**  
**Reviewed: July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 1.011**

**Subject: Refueling of University Vehicles**

**Purpose:** To define the standard process for purchasing fuel from the University of West Florida for University owned vehicles.

**Procedure:** University owned vehicles can be refueled from the University's fuel station within the Facilities complex on Campus Drive. The cost is less than refueling at public stations. In order to purchase fuel at the University's gas pumps, during a "normal" situation (when fuel pump software is functional), follow the prompts given on the user screen as follows:

- a. Press ENTER to Begin
- b. Enter Odometer Reading and Press ENTER
- c. Vehicle # and Press ENTER
- d. Driver (PIN/Access Number) and Press ENTER  
\*\*\*For a PIN/Access Number, put in a work order request through TMA
- e. Hose # and Press ENTER

All information and the amount of fuel pumped will be recorded electronically.


University Departments will be billed each month for the total fuel purchased.


The University Police Department can purchase fuel 24 hours a day 7 days a week. All other departments are allowed to purchase fuel during regular working hours unless other arrangements have been made to extend purchasing hours.

Updates are continually made to the fuel software adding and removing access as employees and vehicles are added and removed.

**Developed by: Facilities Maintenance**

**Approved by:**

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**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective April 15, 2008, Revised August 11, 2020**  
**Reviewed: July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 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.

**Procedures:** 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 7:30 AM and 4:00 PM on normal business days at 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.

**FUEL PURCHASE**

**DATE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**NAME (PLEASE PRINT):** \_\_\_\_\_

**VEHICLE:** \_\_\_\_\_

**MILEAGE:** \_\_\_\_\_

**GALLONS:** \_\_\_\_\_



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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