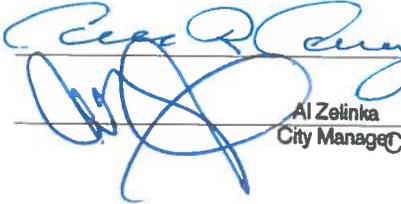




City of Riverside Administrative Manual

Effective Date: 07/2003
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Policy Owner(s): General Services

Approved:



Al Zelinka
City Manager

Department
City Manager

SUBJECT:

Fuel Container Control

PURPOSE:

To establish a procedure for controlling and accounting for fuel dispensed into approved portable fuel containers.

POLICY:

Departments shall not dispense any fuel into any non-safety approved portable fuel container. All fuel dispensed into containers shall be issued to the miscellaneous fuel card number assigned to the department, and not to the vehicle transporting it. Conversely, departmental fuel card numbers are not to be used for dispensing fuel directly into a vehicle or piece of equipment.

PROCEDURE:

Responsibility	Action
Department	1. Contacts Fleet Management requesting a departmental fuel card number <i>(if department has no current fuel card number(s) assigned or as needed)</i> .
Central Stores	2. Issues container to requesting department. Note: Containers must meet California Air Resource Board (CARB) Article 6, section 2467 requirements.
Fleet Management	3. Ensures departments have appropriate fuel card numbers in the City fuel system to authorize limited quantities of miscellaneous fuels.
Department	4. Should departments require additional fuel card numbers for the purpose of proper cost allocation, department(s) shall contact Fleet Management requesting additional card numbers. Should the using department no longer require a fuel card number(s) or suspect inappropriate use of the card number, departments should contact Fleet Management requesting such card number be retired or changed.

Distribution: Regular