



West Virginia Division of Highways Policy:

Fuel and Lube Inventory

Issued by the Commissioner of Highways

Policy No: DOH 5.13

Issue Date: 03/02/2015

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1.0 PURPOSE

The purpose of this chapter is to provide procedures for the administration of Division of Highways' fuel and lubricant inventory. These procedures shall be followed to safeguard state property, establish guidelines for safe fuel storage, and to ensure that accurate fuel inventories are documented and maintained. The guidelines discussed in this procedure are essential to fuel management for each organization and the DOH.

2.0 POLICIES

2.1 PETROLEUM PRODUCT CONTAINER MARKING

- A. All petroleum product pumps, storage tanks, and vessels must be legibly and permanently labeled identifying the petroleum product contained. Label pumps and containers by stenciling in paint, permanent ink, decals or any other indelible material.
- B. All fill connectors and caps must be color coded to identify the type of product:
 - Unleaded Gasoline – White and Black checked or White
 - Diesel – Yellow
 - Kerosene – Brown
 - #1 Heating Oil – Purple and Yellow striped
- C. Conspicuously display fill connection and cap color key code at each pump station.
- D. All required markings and instructions shall be distinct and easily readable and shall be of such character that they will not tend easily to become obliterated or illegible.
- E. All equipment shall be periodically painted, as needed, and maintained in proper operating condition. Labeling shall be reapplied as necessary.

2.2 PETROLEUM PRODUCT SAFETY

- A. Post 'No Smoking' signs at all dispensing stations. Smoking, vaping, or any open flame is prohibited around explosive or flammable substances.
- B. Mount appropriately sized, classed and charged fire extinguishers, in easily accessible locations, at all dispensing stations.

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- C. Use only brass, aluminum or plastic fill caps.
- D. On a monthly basis, inspect petroleum product pumps, storage tanks, cans, fill caps, etc., for damage, leaks and proper operation. Immediately repair or replace if not repairable. This includes removing water from diesel tanks.
- E. Properly and safely contain, clean and dispose of any spills of petroleum products.
- F. New tanks or cans should be dedicated to one petroleum product for the life of the container.
- G. Recycle or properly dispose of old motor oil and anti-freeze. Contact Highways' Equipment Division for guidance on recycling programs.
- H. General good housekeeping will be maintained at all times.

2.3 RECEIPT OF FUEL, LUBRICANTS, AND OTHER STOCK ITEMS

- A. All fuel deliveries are received under the FUELTT or FUELTW agreements. These agreements are located on the intranet at the following address: <http://www.state.wv.us/admin/purchase/swc/FUEL.htm>. All managers should be familiar with these agreements.
- B. Organization managers must assure that adequately trained personnel are available at the organization when fuel deliveries are made. A DOH employee shall observe and monitor the pre- and post-delivery stick readings performed by the fuel distributor.
- C. Calibration charts must be posted in easy to reference locations.
- D. All deliveries shall be pumped through the fuel port on the tank. Deliveries are not to be made through the top of tank under any circumstances. The top of the tank shall remain locked at all times. If a vendor does not have the correct fitting for the tank's fuel port, the storekeeper must call the District Engineer/Manager or the maintenance engineer for permission to allow other means of receiving the fuel delivery.
- E. For DOH fuel tanks equipped with the Veeder Root monitoring system, a DOH employee will use the Veeder Root System to print the tank quantity both pre-and post-fuel delivery. These printed reports should be attached to the GL-2 Pump Station Report associated with the delivery of fuel. If Veeder Root is not yet available on the tank, a stick reading before and after deliver must be taken and converted to gallons, utilizing the

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calibration chart for the storage tank and documented on the GL-2 Pump Station Report.

- F. Deliveries of fuel products shall include a legible metered delivery ticket which has been processed through a meter certified and sealed by the West Virginia Division of Labor - Weights and Measures. The metered delivery ticket must have printed the quantities, product type, blended percentages, the rack prices for blended products, location, time, and date of delivery, and the driver's name. The pre and post tank stick readings shall also be recorded on the delivery ticket. A copy of the delivery ticket signed by both the delivery driver and the DOH employee observing the delivery shall be left at the location receiving the fuel delivery.
- G. All tank wagon (TW) fuel deliveries shall be metered at the point of delivery and shall issue a printed ticket in compliance with the West Virginia Division of Labor. A DOH employee shall compare the fuel distributor's tank wagon metered gallons with the vendor's delivery ticket. The DOH employee, who observes the tank wagon (TW) fuel delivery, shall also observe the tank wagon's Division of Labor – Weights and Measures certification (sticker). Tank wagon vehicles not having the Division of Labor's certification shall be reported to the Comptroller. TWs may make a delivery of a complete compartment and are permitted to substitute the allocation metered ticket from the loading point for the metered delivery ticket.
- H. Tanker truck (TT) fuel deliveries may make a delivery of a complete compartment and are permitted to substitute the allocation metered ticket (from the loading point) for the metered delivery ticket. The Bill of Lading shall contain product type, quantities, location, date and time, and driver's printed and legible name.
- I. The pump attendant/storekeeper shall complete Form DOT-5, Receipt of Materials, for all receipts of fuel and lubricant products.
- J. The storekeeper receives lubricants, anti-freeze and other items not delivered by tanker at the storeroom or garage and stores items where they will not present a safety hazard or interfere with organizational operations.

2.4 AUTOMATED FUELING SYSTEM

- A. The Fuel Master automated fueling system tracks usage at all pumps via Fuel Master Units (FMU), Automotive Information Modules (AIM unit) and Prokees.
- B. The Fuel Master system is NOT to be turned off under any circumstances without direct authorization from the District Engineer/Manager or the

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District Maintenance Engineer. These are the only two individuals that have the authority to turn off the Fuel Master system. Reverting to manual mode without proper authorization will result in consequences up to and including dismissal. At Equipment Division and Materials Division, the Division Director is the only person with the authority to turn off the Fuel Master system.

C. Definitions:

- Fuel Master Unit (FMU) – An FMU is the device that sits near the fuel pump that receives data from the AIM unit or the prokee.
- Automotive Information Module (AIM) – An AIM unit is the ring that fits around the neck of a fuel tank. It transfers information from the vehicle to the FMU (mileage, hours, etc.) which is then transferred to the database.
- Prokee – A prokee is a small plastic key that is encoded with information specific to a piece of equipment or organization.

D. Types of Prokees used with the Fuel Master System

1. ED-specific—These prokees are to be used for only the piece of equipment for which it is assigned.
2. 720-Class—These prokees are assigned 720-class portable tanks. When using these prokees, a DOT-6 shall be filled out to transfer the fuel in REMIS to the portable tank. The DOT-6 shall be entered into REMIS **within 5 working days**.
3. EE (Miscellaneous)—These prokees are assigned to a location or organization. They allow fuel to be pumped in small amounts to allow for fueling things without an ED-specific prokee assigned. When using these prokees, a DOT-7 shall be filled out and entered into REMIS **within 5 working days**.
 - a. A log must be generated when using the EE/Miscellaneous prokee. This log must include date, receiving organization number, ED number, fuel type, gallons pumped, name of person using the EE prokee, and the name of the receiving individual.
4. Outside Agency (OA) Prokees—These prokees are orange in color and are assigned to outside agencies that have a fueling agreement in place with the DOH. The OA prokees assigned to the West Virginia State Police are green in color.

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5. EM (Emergency)—These prokees are to be used in emergency situations only. They are green in color. They will allow fuel to be pumped for the National Guard and other first responders in a declared state of emergency. DOT-7s must be filled out when using these EM prokees. EM Prokees must be kept in a secure location at the District/Division Headquarters to be distributed by the District Maintenance Engineer (or Division Director) during an emergency.
- E. Ordering parts for the Fuel Master system will be done by the Equipment Division. Any questions should be directed to the Equipment Division.
- F. When a new fuel tank is being installed, whether it is a new location or a replacement tank, the Radio Technicians must be notified to coordinate moving the FMU. They can be reached at the following:
 1. Districts 4, 5, 6, 7 and 8
DOHBuckhannonRadio@wv.gov or 304-473-5361
 2. Districts 1, 2 and 3
DOHCharlestonRadio@wv.gov or 304-356-3795
 3. Districts 9 and 10
DOHLewisburgRadio@wv.gov or 304-647-7435
- G. Troubleshooting
 1. If you are unable to obtain fuel at a pump, first find a mechanic at the garage. They will know if your AIM unit is working properly.
 2. If your AIM unit is working, then the Radio Technicians need to be notified. Their contact information is listed above.
- H. Tampering with the Fuel Master system in any way will result in consequences up to and including dismissal.

2.5 ISSUING FUEL AND LUBRICANT PRODUCTS

- A. The designated pump attendant/storekeeper is responsible for verifying all quantities transferred into or out of each organization.
- B. Vehicles equipped with an Automotive Informative Module (AIM) unit and equipment issued an ED-specific prokee do not complete paperwork when receiving fuel. If a DOT-7 is completed and entered into REMIS for a transaction that is automatically processed through the Fuel Master system, the District will be responsible for completing the paperwork to correct this mistake.

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- C. When pumping fuel, a DOT-7 is to be filled out only when using an EE/Miscellaneous, an EM/Emergency prokee or issuing fuel from a 720-class tank to a piece of equipment. A DOT-6 is to be used when transferring fuel to a portable tank using a 720-class prokee or when charging fuel to a specific authorization.
- D. When using the DOT-7, the issuing organization and inventory location must be listed. The middle copy may be retained by the receiving individual.
- E. All Highways fueling stations will display, near the fuel and lubricant credit card imprint machine, the DOH "Instructions for Fuel Purchases" poster. Organizations may print this poster from the DOT Intranet/DOT/Procedures/Forms (updated 09/2017).

2.6 PORTABLE FUEL TANKS AND TANK TRUCKS

- A. When fueling a portable tank or tank truck, the prokee assigned to that specific tank or truck must be used.
- B. The pump attendant/storekeeper will record the transfer of fuel into the tank truck or portable tank using Form DOT-6. The tank truck or portable tank assigned two-digit inventory location number will be used for the transfer of fuel to the tank truck or portable tank.
- C. When fuel is issued to one of the tank trucks or portable tanks, from a pump station location, the driver will assume the same responsibility as a pump attendant/storekeeper concerning the issuance of the product carried in the tank truck or portable tank.
- D. The portable tank will not be supplied a credit card imprinter. Therefore, all inventory dispensed from a tank truck or portable tank must be recorded, by hand, on Form DOT-7.
- E. Return all completed DOT-7 forms, as well as any voided forms, to the pump station attendant/store keeper when the tank truck or portable tank is returned for refilling.

2.7 PETROLEUM PRODUCT REPORTING

- A. Report all situations concerning pumps, tanks, and fuel (including water contamination problems) to the organization supervisor and the DOH fuel tank coordinator at 304-558-7474.
- B. On the last workday of each month, the organizational supervisor will ensure a physical inventory (Veeder Root or stick reading) is performed for all fuel types inventoried and compared to the REMIS fuel inventory balances. These monthly fuel inventory comparisons shall be

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documented on the Monthly Analysis of Fuel Tanks spreadsheet (See Exhibit 1). If using a Veeder Root Report, it must be maintained with the Monthly Analysis of Fuel Tanks spreadsheet.

- C. It is imperative that these fuel inventory comparisons be presented to the District Comptroller no later than the second work day of the new month. Differences of more than five percent (5%) will be reviewed for consideration of an inventory adjustment. An essential part of approving a fuel adjustment, specifically a write-off, is the justification. (For additional information see Item IV Fuel and Lubricant Adjustments.)

3.0 FUEL AND LUBE INVENTORY PROCESS

3.1 FUEL AND LUBRICANT DAILY REPORTING

- A. The Veeder Root system *shall* be used to monitor tank levels where available, and for tanks without Veeder Root, stick readings shall be used until the Veeder Root system is installed. All fuel dispensing locations shall perform a tank reading each morning the fuel dispensers are used – before any fuel is dispensed. It is important to record the time of the reading each day. When using the Veeder Root readings, the number to be used is the line labeled “VOLUME”. The “TC VOLUME” reading should only be used to determine if there is enough room in the tank to receive a delivery of fuel. These readings (Veeder Root or stick) will be used to complete the GL-1 and GL-2 forms. Additionally, at the same times each day that the fuel levels are recorded (Veeder Root or stick readings), the pump readings shall be recorded as well for each type of fuel at the location and used to complete the GL-1 and GL-2 forms.
- B. Daily readings (Veeder Root/stick readings/pump readings) are to be recorded daily on the Leak Monitoring Log (GL-1).
- C. Pump Station Reports (GL-2 Forms) are to be completed daily. Using the times that the fuel levels were taken either by Veeder Root or by stick reading, the fuel master report will be generated for the exact same time frame. The GL-2 shall be completed on the following day for the previous day’s usage.

GL-2 Report	Run Fuel Master Report On...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday - Sat - Sun	Tuesday

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1. For example, the tank reading was done at 7:00am on Monday and then at 7:30am on Tuesday, the corresponding fuel master report would be from 7:00am on Monday to 7:30am on Tuesday, and the GL-2 would be completed on Wednesday. Pump readings and Veeder Root or stick readings shall be obtained from the GL-1/Leak Monitoring Log. Usage numbers shall be obtained from the Fuel Master reports and the DOT-6s & DOT-7s.

- D. During SRIC and other continuous shift operations, the organization's fuel tanks shall have readings performed on a daily basis.
- E. The pump attendant/storekeeper sorts Forms DOT-5, DOT-6 and DOT-7 in numerical order by document number and enters them into REMIS as early as possible on the following work day. The DOT-5, DOT-6 and DOT-7 forms as well as the Fuel Master report from each day shall be attached to the GL-2 once completed.

3.2 LUBRICANT INVENTORY USAGES OR TRANSFER

- A. When lubricant is dispensed, the pump attendant/storekeeper will properly complete Form DOT-7, G&L Credit Card Issue.
- B. The dispensing organization must ensure the person receiving the lube signs the form, and places the original and the hard copy, in the designated location for completed DOT-7 Forms.
- C. Miscellaneous lubricant items used in the shop must be charged to the appropriate organization overhead on form DOT-6, Inventory Usage or Transfer.

3.3 MANAGEMENT OF OUTSIDE AGENCY FUEL ACCESS

- A. District and organizational managers are responsible for their assigned fuel inventories. After-hours access to DOH fuel inventory is not required, nor desirable for all outside agencies; this type of access must be managed by the DOH.
- B. Access (after-hours) to DOH facilities and fuel shall be limited and controlled. When keys to DOH facilities are provided to agencies, those keys shall be clearly marked "DO NOT COPY".
- C. Each DOH organization which provides DOH facility keys to outside agencies, shall be required to maintain a log/spreadsheet listing the outside agency to which keys were provided. That listing should contain at a minimum, the following information:

1. Outside Agency Name

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2. Number of DOH keys provided
 3. Types of access made available, i.e., DOH gate, DOH building, etc.
 4. Date and name of individual(s) receiving DOH keys
- D. A copy of the log/spreadsheet listing DOH access (keys) provided to outside agencies must be maintained at the organization as well as at the DOH District Headquarters organization. The District Engineer/Manager and District Comptroller should each have copies of these lists for each DOH organization.
- E. The log/spreadsheet listing must be updated when additional keys are provided to an outside agency that already has access, or if a different agency is provided access. Additionally, an annual update of each organization's spreadsheet of agency access keys shall be prepared. The updated log/spreadsheet must be provided to the District Offices.

3.4 PUMP STATION CREDIT CARD IMPRINTERS

Credit card imprinters may be used to fill out DOT-7s for EE/EM/CK prokees. If the credit card imprinter fails, the person filling out the DOT-7 shall hand write in the required information (organization number, inventory location, etc.).

3.5 FUEL TANK ADJUSTMENT CALCULATION

The following procedure is used to calculate the percent difference between the stick reading of the gas, diesel, and kerosene storage tanks and the REMIS inventory balance:

- Fuel (REMIS) balance minus stick reading* = X
- X divided by the (REMIS) balance = % difference
- (*As reflected on line 24 of the GL-2.)

If you have a difference of more than 5%, the following adjustments may be considered:

- If the REMIS balance is more than the stick reading, an approved Request for Inventory Write-Off Form DOT-6a is required (See Exhibit 2). The Request for Inventory Write-Off must have a written justification and must be approved prior to processing the Inventory Usage (DOT-6).
- If the stick reading is more than the REMIS balance, submit a Non-vendor Form DOT-5 and an Accounting Journal Voucher Form BF-143. The Journal Voucher entries must debit the Equipment Inventory Authorization

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(IEXP002) and credit the Fuel Inventory Adjustment Authorization or the organizational overhead authorization. See Item IV Fuel Adjustments.

4.0 FUEL AND LUBRICANT ADJUSTMENTS

It is mandatory that any organization having a fuel inventory, perform a monthly calculation of fuel variance as described in Section III E of these procedures. Occasionally, an adjustment may need processed to help maintain accurate accounting of the organization's fuel. Fuel write-off's may be requested for any fuel shortage that results in a variance greater than 5% of the REMIS balance. The variance is calculated by taking the difference between the actual quantity on hand (stick reading) and the REMIS Inventory balance.

Fuel variances can be caused by many different factors, which include:

- Failure to perform the monthly fuel inventory review
- Inaccurate or incomplete recordkeeping
- Storage tank problems
- Temperature sensitivity (expansion/evaporation)
- Short/over deliveries
- Fuel tank gauge and/or fuel pump calibration issues
- Using incorrect storage tank chart
- Incorrect stick readings
- Theft/fraud*

The Division of Highways has a **zero tolerance for theft/fraud. Fuel and lubricant theft must be handled by district management as soon as it is identified or reported. Required action(s) include:*

- Notifying the appropriate law enforcement agency
- Administering disciplinary action (in cases where it has been determined that agency employees are involved)

Write-off requests must be prepared by the organization having the fuel shortage. A justification documenting the circumstances must be completed by the organization's Supervisor, or his/her designee. This justification must be recorded directly on the DOT-6a write-off form, or on a separate page accompanying the DOT-6a form. **Fuel and lubricant write-off requests lacking sufficient justification shall not be approved or processed.** While it is desirable to maintain accurate fuel inventory balances, managers

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should not be pressured to process excessive fuel adjustments without a proper justification and/or additional review.

All fuel and lubricant write-off adjustments must be jointly approved by the District Engineer/Manager and the District Comptroller. Once the fuel write-off has been approved or rejected at the District level, a copy of the DOT-6a shall be forwarded to the Procurement Section of the Finance and Administration Division. The Procurement Section will maintain all DOT-6a Write-Off Forms for a period of three (3) years.

The Finance and Administration Division will review the fuel write-off request/justification and determine whether the adjustment amount can be expensed to the Fuel Inventory Adjustment Authorization (AEXP003) or charged to the organization's overhead authorization. Once determined, the comptroller will be notified by Finance and Administration which authorization is approved to absorb the fuel adjustment expense.

The comptroller will then contact the organization involved, and instruct them to prepare a DOT-6, Inventory Usage Document, to charge off the approved units of fuel using the authorization deemed appropriate by Finance and Administration.

Occasionally, an excessive fuel adjustment is the result of an improper 'tank stick read' or referencing the incorrect tank conversion chart. Tanks equipped with the Veeder Root System provide the organization with accurate tank inventory measurements. Where the Veeder Root System is available, it should be utilized as a second method of measuring fuel inventories. Excessive fuel adjustments may be the result of a mathematical error when comparing the 'stick' reading to the REMIS Inventory value. Often these 'errors' in fuel measurements will be discovered upon closer review. Large quantity fuel write-off requests should not be approved without a detailed justification and verification of the circumstances by management.

District Comptrollers shall maintain a spreadsheet showing any fuel adjustments requested and fuel adjustments processed. This spreadsheet must, as a minimum, include:

- The fuel adjustment date
- Organization and location
- Fuel type
- Units, unit cost and total cost
- DOT 5/DOT 6 document number used to record the approved adjustment

Fuel adjustments, both overages and shortages shall be maintained on the Comptroller's spreadsheet by fiscal year.

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5.0 EXHIBITS

MONTHLY ANALYSIS OF FUEL TANKS

EXHIBIT I

Tank Capacity (Gallons)	Loc. #	Date	Location	Type of Fuel	REMISS (Gallons)	Gallons Received (Not Posted)	Gallons Issued (Not Posted)	ADJUSTED REMISS BALANCE (Gallons)	Stick Reading	Amount of Difference (Gallons)	Variance
6000	01	01/30/15	County A	Gas	3294.00	1600.00		4894.00	4819	75.00	1.53%
6000	01	01/30/15	County A	Diesel	2703.00	500.00		3203.00	3100	103.00	3.22%
4000	02	01/30/15	County A	Gas	2957.00			2904.00	2950	25.00	0.86%
4000	02	01/30/15	County A	Diesel	2898.00			2898.00	2896	2.00	0.07%
4000	01	01/30/15	County B	Gas	3212.00			3212.00	3216	-4.00	-0.12%
4000	01	01/30/15	County B	Diesel	929.00	2100.00		3029.00	2999	30.00	0.99%
2000	02	01/30/15	County B	Gas	1329.00			1329.00	1367	-38.00	-2.86%
2000	02	01/30/15	County B	Diesel	766.00	950.00		1716.00	1573	143.00	8.33%
4000	01	01/30/15	County C	Gas	3391.00			3391.00	3384	7.00	0.21%
4000	01	01/30/15	County C	Diesel	1607.00	1800.00		3407.00	3372	35.00	1.03%
4000	01	01/30/15	County D	Gas	2803.00			2803.00	2805	-2.00	-0.07%
4000	01	01/30/15	County D	Diesel	1857.00	2300.00		4157.00	4002	155.00	3.73%

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WVDOT REQUEST FOR INVENTORY WRITE-OFF (FORM DOT-6a)

EXHIBIT II

EXHIBIT II

WVDOT REQUEST FOR INVENTORY WRITE-OFF

FORM DOT-6a

Revision 01-26-10

DATE		ORG. NUMBER	INVENTORY LOC. NO.	DESCRIPTION OF INVENTORY ITEM	
CLASS	TYPE	SUBCODE	UNITS (.000)	UNIT COST (.0000)	TOTAL VALUE OF WRITE-OFF REQUEST
JUSTIFICATION:					
REQUESTED BY: _____				DATE REQUESTED: _____	
APPROVED:	<input type="checkbox"/>	DISAPPROVED:	<input type="checkbox"/>	DISTRICT COMPTROLLER	
APPROVED:	<input type="checkbox"/>	DISAPPROVED:	<input type="checkbox"/>	DISTRICT ENGINEER/MANAGER	
COMMENTS:					
AUTHORIZATION FOR EXPENSE - CHECK ONE			DATE		
<input type="checkbox"/>	AEXP003 (FUEL)		<input type="checkbox"/>	AEXP004 (OTHER)	
DATE COPY SUBMITTED TO BFP _____				DATE RECEIVED BY BFP _____	

6.0 RELEVANT MATERIALS/DOCUMENTS

6.1 GL-1

6.2 GL-2

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7.0 CHANGE LOG

May 22, 2018

- Changed format per Policy and Procedure work group.
- Policy reviewed and updated to include the Fuel Master system and other changes.