

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:



Anthony Fisher
Superintendent
Facilities Maintenance



Dr. Melinda S. Bowers
Associate Vice President
Administration/Facilities Management