

**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.

**Developed by: Facilities Management**

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