3-06/160.00 - Issuance and Recordation of Fuel

Each individual unit, station and/or facility of this Department shall be responsible and held accountable for the delivery of gasoline, diesel oil, and the issuance of these supplies. Unit commanders shall assign the operations lieutenant the responsibility of certifying the completeness and accuracy of supply invoices, the Record Log (76G122D), and the Fuel Usage Report (SH-R-395). Each Record Log and Fuel Usage Report shall be signed by this officer, who will also be responsible for supervising a fuel inventory of the tanks on a monthly basis.