3-06/160.05 - Completion and Distribution of Record Log (76G122D)

Arch files or clipboards shall be assigned to each pump location at a unit to secure the log sheets. All log sheets shall to be completed as follows:

- Sheet number;
  - Start renumbering on each July 1st (fiscal year);
- Pump number;
  - Use 1, 2, 3, etc., depending upon number of pumps at a location;
- Location;
  - Name of unit/station/facility;
- Date;
  - From: date sheet started; and
  - To: date last entry made;
- Pump reading;
  - The pump reading at the time a new log is initiated shall be placed over the column entitled "pump reading;"
- Department;
  - LASD; and
  - Any other county department;

  NOTE: Non-county government vehicles shall not be serviced at Department units. Exceptions may be made during emergencies, e.g., civil disorder or if an emergency vehicle is completely out of gas and requires a small amount enabling it to refuel at an authorized location.

- Vehicle number;
- Odometer reading;
- Received by;
  - Employees shall print their last name and employee number;
- Fuel - gals. and 10ths;
- Oil qts.; and
- Pump reading;
  - Although this reading does not record the 10ths of gallons, it is imperative that this figure be accurate. The differences of from two (2) to eighteen (18) gallons per sheet are reconcilable when computing the total gallons pumped from the pump readings.

The critical receipts section of this form shall only be completed and signed by the operations lieutenant. All completed log sheets shall be delivered to Fiscal Administration.