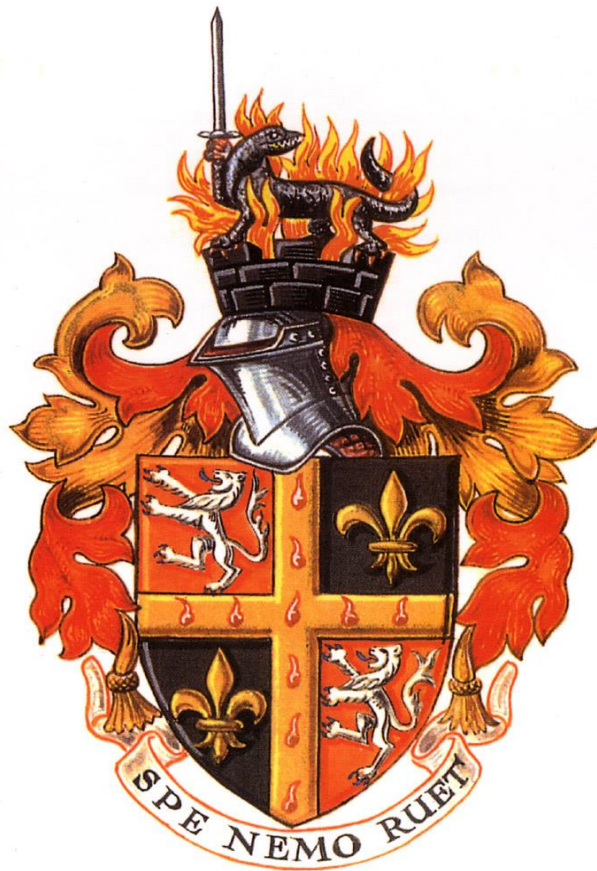


SPENNYMOOR TOWN COUNCIL



REQUISITION OF FUEL PROCEDURE

Author of Policy:	Town Clerk
Date Effective From:	25 September 2019
Policy Review: When & By Whom	28 August 2019 Constitution Working Group
Next Review:	August 2021
Version Control:	V2

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website www.spennymoor-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Spennymoor. Costs are as per the model publication scheme.

Requisition of Fuel Procedure

1. The Town Council obtain Business Fuel Cards for the requisition of fuel
2. The cards will be obtained for the Grounds and Estates Officer for four vehicles and one tractor. Ford Transit BT17 USN, Ford Transit BM17 HFV, Ford Transit Tipper BG17 PCX, Citroen Berlingo NU63 EOF, John Deere NV06 FHP (Tractor).
3. The Grounds and Estates Officer will be responsible for obtaining fuel for both Cemeteries and sundry petrol driven equipment.
4. When Diesel is purchased a VAT receipt should be obtained from the garage and returned with a Fuel Requisition Form, to the Grounds and Estates Officer with the name of the person obtaining the Diesel. Detail on the fuel receipt form **must** be recorded on the White Diesel Usage Form, noting date, quantity and cost.
5. When the invoice is received the Fuel Requisition forms and VAT Receipts are to be checked against the entries

Red Diesel Procedure

1. Red diesel will be ordered from the supplier on request from the Grounds and Estates Officer to a Finance and Administration Assistant. (Red diesel is requested in 900 litre quantities).
2. Red diesel is delivered to Jubilee Park depot and stored in a Fire Proof Safe in a 1200 litre bunded tank.
3. Operatives draw fuel from the tank for the use in machinery. The amount of fuel used **must** be recorded on the Red Diesel Usage Form, recording the date and amount taken.