

**Standard Operating Procedure
for
Fuel Lube Log**

The Fuel Lube Log is a monthly prepared log for fuel consumed by our two Government Vehicles and Gas Containers for equipment.

When an authorized employee fuels a vehicle or container, they are to submit the gas receipt to the Admin unit. This receipt has all the information that is asked for by the log and it must be signed by the authorized employee.

This log gets email to the ASU Supervisor at the close of each month and a copy is placed in the Admin Z drive under the current Fiscal Year Folder and the Fuel Lube Log Folder.

Note: The "Acctg Charges" column may or may not be provided to us monthly by Acctg.

Prepared By:

**Guam Public Library System
FY 2017
Fuel Lube Control Sheet**

| Date | Control # | Job Order # | Vendor Code/ Location | License # | Gallons Authorized | Issued To | Acctg Charges | Amount | Monthly Total |
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