

**TOWN OF RICHMOND
HIGHWAY DEPARTMENT DIESEL FUEL POLICY
(An Addition to the Existing Fuel Policy)**

The Town of Richmond Highway department will pay for delivery of fuel to a tank located at the town garage to be utilized by the Richmond Highway and Fire departments, and Richmond Rescue. Each department shall follow the below policy in order to monitor and reconcile usage.

Richmond Rescue:

Receipt books will be kept in vehicles that utilize fuel from the Highway department's diesel fuel tank. A slip will be filled out each time fuel is pumped, and all receipts will be handed into the Finance department at the end of the month. The Finance department will bill Richmond Rescue each month.

Richmond Fire Department:

Receipt books will be kept in vehicles that utilize fuel from the Highway department's diesel fuel tank. A slip will be filled out each time fuel is pumped, and all receipts will be handed into the Finance department at the end of the month. The Finance department will make the proper entry to transfer the expense from the Highway department's budget to the Fire department's budget at the end of each fiscal quarter.

Richmond Highway Department:

All usage from the Highway department will be recorded on a log and handed into the Finance department at the end of the month.

The fuel pump power will be turned off and locked when not in use. Necessary personnel from the Highway, Fire, and Richmond Rescue will have a key to turn the power on when fuel is needed.

The fuel tank will be locked at all times and Patterson Fuel and the Richmond Highway department will have a key.


On the first of each month a designated Highway staff member will record the reading on the meter, measure what is in the tank, and record the findings on their log. A copy of the log will be given to the Finance department for reconciliation with what was delivered and what was used.

Date: 10/6/14


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