

Procedure #IAP-6005-B  
Effective 07/19/2007

## PROCEDURE: PERFORMING MONTHLY SPOT CHECKS OF BULK FLUIDS (FUEL, OILS, HYDRAULIC OIL, ANTIFREEZE, AUTO TRANSMISSION FLUID)

**DEFINITION:** Checking fuels and fluids inventory for accuracy in terms of actual value versus book value.

<u>RESPONSIBILITY</u>		<u>DUTIES</u>	
Garage Employee	1.	At the end of the month, use consistent method to measure for actual quantity and compare with book value ( <b>EMS Screens #1-12, Garage Stock Inventory or #3-53, Physical Inventory Adjustment</b> ).	
-or-			
Designee	2.	If a discrepancy of +/- 50 units or more for fluids exists (+/- 100 gal. for underground fuel), check the following using <b>EMS Screen #9-10, Garage/Stock Inventory Audit Trail</b> or source documents:	
	2A.		Transfer tickets
	2B.		Stock usage tickets
	2C.		Fuel sheets
	2D.		Receiving tickets
	3.	It is suggested to check the actual pumping devices and ancillary equipment for proper calibration.	
	4.	If any of the above corrects the discrepancy, make the necessary corrections. Otherwise proceed to step #5.	
	5.	Forward <b>EM-80, Parts and Materials Adjustment Form</b> to the proper District Designee for any discrepancies for adjustment approval.	
		<b>NOTE: NO TRANSACTIONS SHOULD BE POSTED UNTIL AFTER ADJUSTMENTS HAVE BEEN COMPLETED.</b>	
District Inventory Coordinator	6.	Make adjustment and send copies to location.	
	7.	Check your adjustments on the audit trail using <b>EMS Screen #9-48, Stock Adjustment Audit Trail</b> .	
		-or-	
EMS			

# Exhibit 4

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Coordinator

-or-

Designee