**TD-18B**

**Fuel Requirements**

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 Dept. of Public Instr.

Transportation

**Procedure:**

Verify Fuel work order completion is accurate

Not Applicable

**Website Application:**

**Note(s):**

* Value should be an exact match to the Fuel Total of fuel dispensed (Top of form)
* Data upon the TD-18B should be verified before any input is keyed into BSIP.

**Checklist Items:**

* + Name – Verify name is for the correct Bulk Pump or Fuel Truck/Route
	+ Date Title – Date fuel is dispensed
	+ Station – Five-digit number based upon LEA’s Plant number (i.e., Alamance’s Plant # = 6001 – Station # = 60100).
	+ Fuel Total – Verify total is accurate and complete for all fuel dispensed
	+ Oil Total – Verify total is accurate and complete for all oil dispensed
	+ Inventory number Column – Inventory number of vehicle fuel is dispensed into.
	+ Fuel Type Column – Input appropriate type
		- D = Diesel (Dot # 159000054)
		- U = Unleaded (G is NOT allowed) (Dot # 159000055)
	+ Gallons Column – Input volume of fuel dispensed
	+ Lube Type Column – Input appropriate type
		- 04 = Oil (Dot # 159000049)
		- 45 = DEF Gals (Dot # 159000098)
		- 46 = DEF Pkgs (Dot # 159000099)
	+ Quanty Column – Input volume of Lubricants dispensed
	+ Meter Column – Input the current odometer reading at the time of fueling

Notes – Driver should makes notes of anything discovered incorrect about a vehicle.

* + Bulk Meter
* New – Meter reading at the end of fuel route
* Old – Meter reading before fuel route begins
* Total – Subtract old meter reading from new meter reading (See Note(s))
* Driver’s Signature – Must be present
* Driver’s Personnel No. – Must be present

Updated

01-27-2020