

Village of Alfred

Gasoline/Diesel Use Policy

1. Purpose – to procure for the village and to share the benefit and convenience of bulk gasoline and diesel fuel with the following municipal or non-profit emergency service entities: A.E. Crandall Hook & Ladder, Alfred Station Fire Department, Town of Alfred.

2. **Record Keeping - it is the responsibility of each person using gasoline or diesel pumps to record all the fuel pumped and the mileage on the vehicle when the fuel is pumped.**

3. Verification Procedures – records will be verified and compared to the volume used on a routine basis. If records show there is missing fuel, the village will conduct investigations with appropriate action taken for misuse.
4. Reimbursement – the village will send invoices on a routine basis to outside entities for actual fuel used in accordance with the records.

Resolution Adopted on _____, 2015
by majority vote of the Board of Trustees of the Village of Alfred.

_____ Kathryn L. Koegel, Clerk-Treasurer