

## MOTOR VEHICLE BULK GASOLINE ADMINISTRATION

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#### 1. GENERAL

- 1.01 This practice provides the procedures for the administration of bulk gasoline tanks.
- 1.02 This practice is revised to delete the section on logging generator usage. Also, forms have been revised and eliminated.
- 1.03 Company bulk gasoline tanks are only to be used to fuel company owned and leased vehicles. Rented vehicles shall not be fueled at a Company bulk tank.
- 1.04 Each bulk gasoline tank shall have an assigned tank administrator. Generally, the tank administrator reports to the Automotive Operations organization.

#### 2. ORDERING AND RECEIVING GASOLINE

- 2.01 Automotive Operations is responsible for ordering all bulk gasoline, and shall determine the reorder level and time required

for the processing and delivery of gasoline.

2.02 Employees involved in any activity associated with a bulk gasoline tank shall comply with all applicable Federal, state and local regulations.

2.03 The tank administrator shall be present at each gasoline delivery to ensure accuracy. Immediately prior to refilling, the bulk tank shall be measured to determine the existing quantity of gasoline. The tank administrator shall also check that the meter on the delivery truck is set at zero.

2.04 After the bulk tank is filled, a second tank measurement shall be taken. The tank administrator can then determine the delivered quantity of gasoline by subtracting this second measurement from the measurement prior to filling the tank. This figure should equal the amount indicated on the delivery truck's meter.

2.05 The tank administrator shall resolve any discrepancies between the truck meter and the tank readings before signing the delivery ticket.

2.06 In the event deliveries are made by trucks without a meter, the supplier should dump the entire load into the bulk tank. The tank administrator shall resolve any discrepancies prior to signing the delivery ticket.

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2.07 After a delivery, the filler pipe and gasoline pump shall be locked.

### 3. TANK SECURITY AND ADMINISTRATION

3.01 The tank administrator is responsible for the keys to the gasoline pump and filler pipe. Contractors and other non-employees shall not have a key to the filler pipe. Except for tank refills, the filler pipe shall be locked at all times.

3.02 At locations where drivers fuel vehicles, the pump shall be locked except when fuel is dispensed. The Record of Gasoline Dispensed From Storage Tank, Form S-6274, or mechanized equivalent, must be noted each time fuel is dispensed from the bulk tank. The bulk tank administrator is responsible for local fueling procedures.

3.03 At locations where contractors fuel vehicles, the contractor shall be held accountable for the tank, its contents and the dispensed gasoline. To accomplish this, the pump should be locked during work hours and gasoline should not be dispensed except by the contractor. The contractor and the tank administrator should be the only two individuals with a key to the bulk tank.

### 4. FORM 5-6274, RECORD OF GASOLINE DISPENSED FROM STORAGE TANK

4.01 Form S-6274, Record of Gasoline Dispensed From Storage Tank, or

its mechanized equivalent, is used to record gasoline that is dispensed from a bulk tank. It is also used to reconcile gasoline inventories.

- 4.01 Section A of the form is used to record gasoline that is dispensed to vehicles. Section B is used to record gasoline that is dispensed to non-vehicle equipment such as special tools, major tools and other work equipment. Section C is used to reconcile the tank's gasoline inventory. Exhibit 1 is a copy of Form S- 6274.
- 4.02 The tank administrator should complete the form on or about the 26th calendar day of each month. This will allow sufficient time for Comptrollers to journalize the transactions in the current month. The completed form should reach Comptrollers on or about the 28th calendar day of the month.
- 4.03 Complete instructions for completing Form 5-6274 are contained in Exhibit 2.

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- 4.04 Once completed, the tank administrator shall sign the S-6274 as correct and forward to comptrollers. A duplicate copy of the completed form shall be forwarded to the Automotive Operations district manager for authorization.

5. INVENTORY DISCREPANCIES

- 5.01 Form 5-6274 provides for the reconciliation of the gasoline inventory. Discrepancies greater than 1% shall be investigated and noted on Form 5-6274.
- 5.02 Totalizer readings shall be taken each month and noted on Form S-6274. To avoid discrepancies, pumps shall be calibrated at least annually.
- 5.03 Discrepancies can be attributed to many causes. Some of the more common reasons for discrepancies are unlevel tanks, pumps that are not calibrated, leaks and theft.

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EXHIBIT 1

FORM S-6124 (BACK)  
RECORD OF GASOLINE DISPERSED FROM STORAGE TANK

## EXHIBIT 1

FORM S-6124 (BACK)  
 RECORD OF GASOLINE DISPERSED FROM STORAGE TANK

RECORD OF GASOLINE DISPERSED FROM STORAGE TANK				(8) Page ____ of ____																															
Date (9)		City	Address	Loc. Code	Resp. Code-Orig.																														
<b>B GASOLINE USED - OTHER THAN MOTOR VEHICLES</b>				<b>C RECONCILIATION DATA</b>																															
Function Code (10)	Special Tool I.D. Number (11)	Responsibility Code Charged (12)	Gallons (13)	1. Number of Gallons on Hand at End of Previous Month (Tank Measurement) (15) Gals.																															
				2. Gallons Delivered During Month																															
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Invoice No.</th> <th>Date</th> <th>Gallons</th> <th>Invoice No.</th> <th>Date</th> <th>Gallons</th> </tr> <tr> <td>(16)</td> <td></td> <td></td> <td>(18)</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Total Gallons Delivered (17)</td> <td colspan="3">Total Gallons Invoiced (19)</td> </tr> </table>		Invoice No.	Date	Gallons	Invoice No.	Date	Gallons	(16)			(18)															Total Gallons Delivered (17)			Total Gallons Invoiced (19)		
Invoice No.	Date	Gallons	Invoice No.	Date	Gallons																														
(16)			(18)																																
Total Gallons Delivered (17)			Total Gallons Invoiced (19)																																
				3. Total Gallons Dispensed (A + B) (20)																															
				4. Total Gallons On Hand (1 + 2 - 3) (21)																															
				5. Total Gallons On Hand (Tank Measurement) (22)																															
				6. Total Gallons—Over (5 - 4) Short (4 - 5) (Delete One) (23)																															
				7. Explanation of Difference (Item 6) If Over or Under 1% of Line 3. (24)																															
				8. Virtual Vehicle Number (25)																															
				9. End of Previous Month Pump Totalizer Reading (26)																															
				End of Current Month Pump Totalizer Reading																															
				Difference																															
				Correct: (27) Title:																															
				Tel No.:																															
				Approved: Title:																															
<b>COMPTROLLER'S USE ONLY</b>																																			
TOTAL (14)			10. Quantity Adjustment for Difference in Billing Due To Temperature Adjustment																																
			11. Net Quantity Source 85 Adjustment (6 + 10)																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Comptroller's Dept. Use</td> </tr> <tr> <td style="width: 50%;">Source 21</td> <td style="width: 50%;">Pack No.</td> </tr> </table>						Comptroller's Dept. Use		Source 21	Pack No.																										
Comptroller's Dept. Use																																			
Source 21	Pack No.																																		
Forward to Reach Comptrollers Not Later Than the Second Working Day Following the 28th of Month.																																			
* Gallons paid for may not always be the same as gallons delivered due to the temperature adjustment by the oil company.																																			

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## INSTRUCTIONS FOR FORM S-6124

### INSTRUCTIONS FOR SECTION A, GASOLINE USED BY VEHICLES:

#### KEY

- 1 Enter the date of the report; the city address of the tank; the building location code assigned to the tank; and the responsibility code originating of the Automotive Operations employee responsible for the tank.
- 2 Enter the month and year of the report period.
- 3 Enter the number of pages of the completed form (i.e., Page 1 of 4 pages).
- 4 Enter the complete motor vehicle identification number. Do not enter dashes between numbers.
- 5 Under the correct day of the month, enter the number of gallons, to the nearest 1/10 that are dispensed to each vehicle.
- 6 At the end of the report period, add all of the daily entries for each vehicle and enter the amount, rounded to the nearest whole gallon.
- 7 At the end of the report period, add the entries in the Total Gallons column and enter the amount in whole gallons. This is the grand total gallons that were pumped from the tank during the report period.

### INSTRUCTIONS FOR SECTION B, GASOLINE USED-OTHER THAN VEHICLES:

#### KEY

- 8 Enter the date of the report; the city and address of the tank; the location code that is assigned to the bulk tank; and the responsibility code originating of the employee in Automotive Operations that is responsible for the tank.

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### INSTRUCTIONS FOR SECTION B (CONTINUED)

- 9 Enter the number of pages of the completed form (i.e., page 2 of 2).
- 10 Enter the appropriate function code for the usage of the gasoline. Refer to the Accounting Handbook Telephone Plant for the proper function code.

- 11 Enter the identification number of the special tool.  
If not a special tool, leave blank.
- 12 Enter the responsibility code of the group or individual using the gasoline.
- 13 Enter the number of gallons dispensed, rounded to the nearest whole gallon.
- 14 Add the entries in the gallons column and enter the amount.

#### INSTRUCTIONS FOR SECTION C, RECONCILIATION DATA

- 15 Enter the number of gallons reported on line 5, Section C of the previous month's form 5-6274.
- 16 Enter the number of gallons, invoice numbers and dates for the each delivery during the report period. The number of gallons are determined by reading the tank immediately before and after each delivery.
- 17 Add the number of gallons delivered and enter the amount.
- 18 Enter the number of gallons, invoice numbers and dates for each delivery invoiced during the report period. This space is used to account for any difference in delivered and billed gallons.

Note: Oil companies use a temperature adjustment table in determining gasoline delivered. For example, in summer months the number of gallons that are invoiced will be less the amount shown delivered.

Note: Generally, deliveries and the associated invoices are not received during the same report period. Enter the paid gasoline on the current report even if the gasoline was delivered in a previous month. Comptrollers will adjust the perpetual inventory.

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#### INSTRUCTIONS FOR SECTION C (CONTINUED.)

- 19 Add the number of gallons invoiced and enter the amount.
- 20 Add the grand total gallons dispensed from Sections A and B and enter the amount.
- 21 Add the number of gallons on hand at the end of the previous period and the number delivered during the current period (Section C, lines 1 and 2) and subtract the



total gallons dispensed during the current period (line 3). Enter the amount.

- 22 Enter the tank measurement at the end of the current period.
- 23 Subtract the current tank measurement (line 5) from the total gallons on hand (line 4) and enter the result. If the result is positive, draw a line through the word "OVER." If the result is negative, draw a line through the word "SHORT."
- 24 Calculate the percentage of the overage or shortage shown in Section C, line 6 of the form (i.e., divide line 6 by line 3). If the difference is greater than 1%, enter the explanation.
- 25 Enter the virtual vehicle number assigned to the bulk tank.
- 26 Enter totalizer readings of previous month and current month and calculate difference.
- 27 Sign the form and forward to Comptrollers. Forward a duplicate copy to the Automotive Operations district manager for authorization.

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