

OGDENSBURG BRIDGE AND PORT AUTHORITY

FUEL INVENTORY POLICY

A physical inventory shall be taken on the last business day of each month. A record shall be made of each month's inventory. All withdrawals from fuel sites shall be on a metered ticket system.

A monthly fuel inventory shall be forwarded to the Accounting Department. The monthly inventory shall show fuel use matched to equipment and/or vehicles from all locations.

The Accounting Department shall reconcile the monthly fuel reports and secure verification from the Finance Officer or his or her designate. The Finance Officer shall investigate discrepancies and file a written report with the Executive Director and the Chairperson of the Authority's Board.