

# Instructions for Fuel Purchases

WEST VIRGINIA DIVISION OF HIGHWAYS G & L CREDIT CARD ISSUE			
CODE	PRODUCT	UNITS	UI
01	GASOLINE	3	GL
02	DIESEL FUEL		GL
03	KEROSENE		GL
04	HEATING OIL		GL
05	AUTOMOTIVE OIL		QT
06	INDUSTRIAL OIL		QT
07	GEAR LUBE		LB
08	GREASE		LB
09	ANTI-FREEZE		QT
18	PRE-MIXED (AF)		QT
24	EXTENDED LIFE (AF)	QT	
TOTAL UNITS			

  

ED. NO. / AGENCY	
ISS. ORG. / LOC.	DATE
DOCUMENT NO. <b>2061100</b>	
MILEAGE <b>1</b>	LIC. NO. <b>2</b>

  

RECEIVED BY:	DOT-7 5-1-98
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When purchasing fuel from this station your gas card must be used. Using your card allows us to obtain your agency's billing information. With a DOT-7 (pictured above) in place, run the machine over your card **one** time; running the machine over the card multiple times blurs the writing transferred from the card.

If you make a mistake on any portion of the processing of the DOT 7 **DO NOT** dispose of the receipt. Simply write "VOID" across the receipt and complete a new receipt.

The yellow hi-lighted items **must** be completed when fuel is purchased from this station. See Below:

- 1) Enter the mileage of your vehicle.
- 2) Enter the license number of your vehicle in this area.
- 3) Enter the number of gallons, quarts, or pounds of product that you are receiving and the total units received. For fuel show tenths.
- 4) **Legibly** sign your name.

**Take the middle copy of the ticket with you.**

**Leave the other copies of the ticket at the station.**

**Failure to follow these instructions may result in DOH pulling your agency's permission to obtain fuel from DOH facilities.**