

## **Chapter 3680 - Fuels and Petroleum Products**

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### **3681 FUEL OIL**

A single sub-purchase order may be issued to provide blanket authority for delivery under a single contract for a desired period.

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### **3682 DIESEL OIL** (REVISED 1/70)

State cars or trucks requiring diesel fuel oil may purchase this fuel on regular credit cards. (For bulk purchases see SAM Sections 3681 and 3684.)

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### **3683 STOVE OIL**

(Same as SAM Section 3681.)

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### **3684 KEROSENE (BULK ONLY)**

(Same as SAM Section 3681.) Small amounts of kerosene or diesel oil (too small to purchase in bulk) to be used in road flares, etc., may be charged on credit cards. Such purchases must not be more than five gallons for any one purchase.

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### **3685 CLEANING SOLVENT (BULK ONLY)**

(Same as SAM Section 3681)

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### **3686 NAPHTHA (BULK ONLY)**

(Same as SAM Section 3681)

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## **GASOLINE**

### **3687.1 AUTOMOTIVE** (REVISED 3/90)

Purchases are to be made only from vendor outlets of the company awarded the State contract, except as allowed by SAM Section 3590.2.

Only unleaded gasoline may be purchased for gasoline powered State-owned automobiles recommended to use this fuel. Leaded gasoline is authorized for only those vehicles recommended by the manufacturer for this type of fuel. The purchase of premium grade unleaded gasoline is prohibited.

Drivers are to make fuel purchases for State vehicles at lower priced self-service pumps unless under-hood and tire service is necessary. Only then is the use of full-service pumps authorized. Drivers should insist that all underhood and tire services be provided when full-service pumps are used since the extra costs for the fuel pays for these services.

Exceptions to this policy are permissible for employees with physical limitations or handicaps, and in the case

of emergencies and/or the unavailability of self-service.

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### **3687.2 BULK**

Bulk gasoline will be purchased only from contract vendors and State facilities. A single Sub-Purchase Order, STD. 40-A, may be issued to provide blanket authority for delivery under a single contract for a desired period.

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## **GREASES (SAME AS SAM SECTION 3681)**

### **LUBRICATING OIL**

#### **3689.1 AUTOMOTIVE (REVISED 8/71)**

Lubrication oil to be used in State-owned automotive equipment (other than law enforcement or heavy-duty equipment) will be a heavy-duty type of detergent multiviscosity oil. The oil will be purchased from contract sources, including the following:

1. The current service station contract.
2. Department of General Services State Garages.
3. Any other State source securing oil on the bulk contract.

Lubrication oil purchases will be in compliance with the annual contract terms with the following exceptions:

1. In connection with a repair requiring the draining of oil or with a 12,000 mile preventive maintenance service at a dealership of the make of car being serviced.
2. With credit cards that have been authorized by the Department of General Services because the contracting company facilities are not available in certain areas.
3. If the available facilities of the contract company will not accommodate outside vehicles.
4. Purchases from State facilities.

If purchases not in conformity with the contract terms or these exceptions are made, the officers and employees who purchase the oil will be required to personally pay the difference between the contract price and the price billed to the State.

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#### **3689.2 BULK (LUBRICATING OIL)**

A single Sub-Purchase Order, STD. 40-A, may be issued to provide blanket authority for delivery under a single contract for a desired period.

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