



3 Steps to Accurate Daily Fuel Inventory

1. Deliveries

The total amount in *gross gallons* delivered to the tank (or *tanks* if a manifold is present) during the course of the day (or shift).

It is also a good practice to obtain a level reading *before* and *after* each delivery to verify the amount delivered. Simply subtract the gallons *before* the delivery from the gallons *after* the delivery and compare it to the delivery receipt.

2. Sales

The total amount in *gallons* sold during the course of the day (or shift). This amount **must** be recorded at the same time that the tank level reading is recorded.

Blended Systems

Mid-grade sales are divided between the Regular and Premium sales.

Example: A blended system with a 65% / 35% blend ratio that sold a total of 100 gallons of Mid-grade.

$100 \times .65 = 65$ gallons (this would be added to the Regular sales)

$100 \times .35 = 35$ gallons (this would be added to the Premium sales)

3. Tank Level

The total amount *in gallons* remaining in the tank at the end of the day (or shift). Again, this reading **must** be taken at the same as the sales for the day (or shift) are recorded. If two or more tanks are *manifolded*, each tank must be measured and the amounts (in gallons) combined.

ATGs (Automatic Tank Gauges)

It is important that the current tank level be recorded. If you use a printout from the ATG, print one at the time the sales are recorded for the day (or shift).

Manual Sticking

Measure the tank level to the nearest 1/8". Using the correct conversion chart for the tank being measured, record the corresponding amount in gallons.