

**CITY OF WHITING
DETERMINATION OF ELIGIBILITY
FOR CITY GASOLINE USAGE**

TO: BOB KARK – FUEL MANAGER
FROM: MAYOR
IN RE: EMPLOYEES ELIGIBLE FOR CITY GAS KEY
DATE: _____

Based on my review of the job descriptions and duties associated with those positions, I am recommending that the Fuel Manager assign a city gas key to the following designated positions employed with the City:

DEPARTMENT: _____

JOB TITLE/POSITION: _____

APPROVAL DATE: _____

AUTHORIZED BY: _____
MAYOR

All gasoline usage shall be conducted in accordance with the City Gasoline-Fuel Use Policy enacted by the Board of Public Works and Safety. This permission is granted to an individual who is determined to use his/her personal vehicle to perform services on behalf of the City and who does not have access to or the use of a city vehicle. Permission to use the gas KEY may be revoked at any time due to change in job description, access to a city vehicle, or abuse of policy.