

**RECORDS TO BE MAINTAINED**  
**By**

**CITY OF WOODBURN**  
**DEALERS OR SUBDEALERS IN MOTOR VEHICLE FUEL**

Pursuant to the authority granted in the city ordinances, it is required that each dealer or subdealer keep at least the following records.

1. Stock Summary showing monthly totals for the gallons of motor vehicle fuel handled within the county with an analysis as to inventories, receipts, sales, use, transfers, and loss or gain.
2. Purchase journal showing the number of gallons of motor vehicle fuel purchased or received each month supported by purchase invoices or other documents.
3. Sales journal showing the number of gallons of motor vehicle fuel sold or distributed each month, supported by sales invoices covering each sale or delivery. Sales invoice forms shall be approved by the department and shall include at least the following information.
  - a. Date of sale or delivery
  - b. Name of place or station from which sale or delivery is made if the vendor has more than one branch, or if the origin point is different from the mailing address.
  - c. Name of licensed dealer or subdealer making the sale or delivery.
  - d. All invoices shall separately state and describe to the satisfaction of the department and the different products shipped thereunder and shall be serially numbered except where other sale invoice controls acceptable to the department are maintained.
  - e. Name and address of the purchaser and delivery point if different from the mailing address.
  - f. Gallons of motor vehicle fuel sold.
  - g. When motor vehicle fuel is sold to a person who claims to be entitled to a refund of the tax, the invoice must show no corrections or erasures.

- h. Where the storage facility or sale point is located near the city border, and where sales therefrom are made to customers residing both within and without the city, the invoice shall clearly show the place and city where the licensed dealer or subdealer actually made delivery to the customer.
- 4. A physical inventory of motor vehicle fuel shall be taken at least at the end of each calendar or fiscal month and preserved for audit purposes.
- 5. All required records shall be summarized into calendar or fiscal month totals and should be centralized in the accounting office where the periodical tax audit is to be made.

If you have any questions in regard to the record requirements, please direct them to:

**Oregon Department of Transportation  
Fuels Tax Group  
550 Capital St. NE  
Salem, OR 97301-2530  
Telephone Number: (503) 378-8150  
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E-Mail address: [ODOTFUELSTAX@ODOT.STATE.OR.US](mailto:ODOTFUELSTAX@ODOT.STATE.OR.US)**