



FREMONT UNION HIGH SCHOOL DISTRICT

Cupertino High School | Fremont High School | Homestead High School | Lynbrook High School | Monta Vista High School | Adult & Community Ed.

MEMORANDUM

TO: All Staff Authorized to Purchase Fuel

FROM: Jason Crutchfield, Director of Business Services

DATE: August 15, 2012

SUBJECT: Fuel Purchase Tracking Form

With our most recent audit complete, it has become apparent that we need to track our gasoline purchases more effectively. Therefore, the District is now requiring all authorized employees to utilize the attached **Fuel Purchase Tracking Form** when purchasing fuel for district approved uses. This requirement shall take effect on **August 20, 2012**.

Instructions:

When fueling a district vehicle, you must complete all of the information listed in the table titled DISTRICT VEHICLE FUEL PURCHASE. If you are not sure of the vehicle ID, please contact Francisco Hernandez at 522-2257. You must attach a receipt for every purchase. If you are fueling more than one vehicle, please use a separate transaction line and get a separate receipt for each vehicle.

When fueling a District gasoline can, you must complete all of the information listed in the table titled GASOLINE CAN FUEL PURCHASE. If you are fueling more than one can, please use ONE transaction line below. You must attach a receipt for every purchase.

Each time you make a gasoline/fuel purchase (Vehicle or Can) please be sure to sign and date this form, attach all receipts and then turn the form into your Supervisor/Manager.

Managers are responsible for sending in all Fuel Purchase Tracking Forms to Matt Bryant/Erik Walukiewicz at the end of each month.

If you have any questions or concerns, please do not hesitate to contact your supervisor or Matt Bryant (408) 522-2255.

Thank you for cooperation and understanding.