Fuel Procurement for ARDC Users

Unit Managers are now responsible for ordering fuel for their own fuel tank(s) by directly contacting the low price fuel vendor identified for the week.

The CREB reception staff will no longer track or place orders. This should give users more timely and intimate access to vendors servicing department fuel tanks.

GNBC (Cheryl Sheary) will continue to manage the fuel quoting procurement process. By Monday noon, she will email the current week's fuel price sheet to the Unit Managers. The document will show all bid responses from participating vendors for gasoline and diesel products, with the lowest bid shown in BOLD. You will find the vendor contact phone number on the price sheet.

Fuel invoices will continue to be processed by the ordering department’s business center. EHS has requested copies of fuel invoices be sent to them.

Governor Heinemann issued an executive order in 2005 directing state agencies to purchase ethanol gasoline and B2 biodiesel whenever practical and reasonable. Please consider the directive when selecting fuel.

Policy effective September 5, 2011.

Mark Schroeder 8/24/11