



**MEMORANDUM**

TO : DIVISIONS, DEPARTMENTS, PROGRAM AND BRANCHES  
THE NAVAJO NATION

FROM :   
Ben Manuelito, Department Manager III  
Fleet Management Department

DATE : October 22, 2014

SUBJECT : Vehicle Service Agreements

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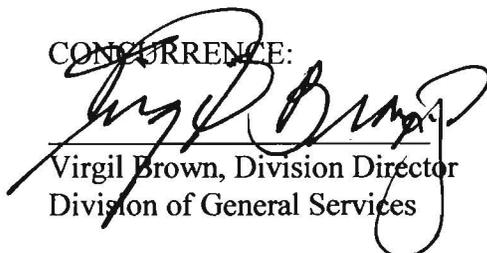
For all Vehicle Service Agreements presented for fiscal year 2015, Fleet Management Department is requesting formulation of a log from your department or program indicating amount of fuel dispensed from any of Fleet's dispensers and how the fuel is being used.

This log should incorporate date and time fuel is obtained from Fleet Management and Rusco fuel card number used. Typically, fuel is dispensed into a container, such as five "5" gallon can, or larger quantity container, thereafter the log should also show how the fuel is being used at the department or program level, by quantity, date, time and signature of employee. Reportedly, fuel is used for small engine machinery or equipment, such as generators, etc., which allows the department or program to maintain certain services and/or activities.

This log will make all users more accountable and create a record that can be relied upon for audit purposes or other purposes that may surface over time. These are mutual concerns that after fuel is obtained, no record is established as to how the fuel is used afterwards. These steps will incorporate accountability and a record for all concerned. From time to time Fleet Management may request to review the log to ensure that entries are being made and that all parties are being responsible.

Thank you for your understanding and cooperation.

CONCURRENCE:

  
Virgil Brown, Division Director  
Division of General Services