

Understanding how to read your fuel management statement is an important step towards controlling your fuel costs.

Businesses also need to understand the level of control over fueling activity is dependant upon all purchases being made within the system. Every purchase made outside the system degrades your auditing and accounting controls at every level. Not only does it compromise your volume discount potential, it opens the door to slippage, which can cost your business substantially.

### How to Read Your Statement

Site	Description	Date	Time	MPG	Odometer	Misc.	Product	Gallons	Price	Total
Bend	1 <sup>st</sup> Street	3/24/2005	8:26	14.2	75,343	1	Unleaded	22	2.499	54.98
Redmond	Hwy 97 North	3/25/2005	14:01	11.1	75,587	1	Unleaded	26.8	2.519	67.51
Klamath Falls	6th St	3/26/2005	11:35	9.4	75,839	1	Unleaded	32.2	2.569	82.72
Bend	Hwy 97 South	3/28/2005	8:15	2	75,904	2	Unleaded	21.5	2.499	53.73
								102.5		258.94
	Cost Per Mile		0.46		5.5					561

- 1 Knowing exactly **where** your drivers are fueling is critical to your fuel management review. Are they where you expected them to be? A quick perusal will tell you if they have fueled in an unexpected location.
- 2 Knowing exactly **when** your drivers are fueling is equally critical. Were they on the job at the time and date listed? This is an excellent tool for detecting abnormal employee activity.
- 3 Knowing exactly **how** many miles per gallon between fueling events is essential for two reasons. First of all, it will expose drivers who put fuel in anything other than your company vehicles. Detectable swings in MPG performance often mean that not all of the fuel is making it into the company asset. Secondly, if the odometer readings have been entered correctly, declining MPG performance can help detect a vehicle that is not functioning properly.
- 4 Odometer readings are essential to the system. It's important to make sure your employees carefully and diligently input this data at each fueling. Drivers that continually refuse to adhere to the request should be considered suspect. Without this data, you can't calculate MPG, and subsequently detect inefficiencies or abuse.
- 5 Often overlooked by businesses is the ability to code transactions for other management purposes, such as job number, profit center, or any other data collection need you may have that will help your business.
- 6 Complete product descriptions and gallons purchased help manage fueling activity. If you have not implemented product grade restrictions and gallon limits on your employee's activity, contact us for more information.
- 7 Price per transaction with all taxes included. Remember, you are on a wholesale pricing program that has hidden benefits to retail based pricing.

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Supervised Fuels provides a comprehensive summary of fueling activity at the end of your management statement:

Product	Total Gallons	Average Price	Amount	Federal Tax	State Tax	County Tax	City Tax	Sales Tax	Other Tax	Total
<b>OREGON</b>										
Unleaded	102.5	2.526	258.94							258.94
Hwy Diesel	1202.4	1.917	2305.00	293.39	288.58					2886.96
<b>WASHINGTON</b>										
Unleaded	245.6	2.619	643.23							643.23
Hwy Diesel	.420	1.949	818.58	102.46	100.80					1021.86
Total Purchases This Invoice										4810.99

- 8 At the end of each billing period you will be able to identify the total purchases of gasoline and diesel by state of purchase.
- 9 For each state, we provide the total gallons of each product purchased.
- 10 Knowing your average price paid per gallon for each product, before taxes can be used for budgeting purposes. Remember, you are purchasing under a wholesale pricing structure that will benefit you greatly during periods when cost falls, but the retail fueling market remains high.
- 11 Total cost of fuel before taxes
- 12 Complete breakout of taxes paid by tax type, and state of collection.

Supervised Fuels also has access to account information online. This enables you to view your fueling activity prior to receiving a printed management statement. You can also view archived statements from months past.

### **Consolidated Purchasing and the Importance of Rate-able Gallons**

Consolidating your fuel purchases with us offers more than the benefit of control and volume discounts. You will also be establishing a rate-able purchasing history.

The world supply of petroleum products is stressed. Events such as natural disasters, political instability, terrorist attacks, and emerging demand from developing countries all have the potential of disrupting the fuel supply chain. In the event our nation's fuel supply becomes allocated, a term we haven't had to use since the 70's, your rate-able gallons will factor into your available fuel supply. It's important to understand; Retail purchases, or purchases made on fuel cards not directly issued by a primary fuel supplier (I.E. Wright Express, Voyager, bankcards) can't establish rate-able gallons for allocation purposes.

In addition, our commercial fueling locations will help insulate your business from the typical chaos that follows disruptive events. Your employees fueling activity will be removed from the general population who will flood retail locations attempting to secure fuel.

For questions, please contact Lori at (541) 330-8356 or [lori@supervisedfuels.com](mailto:lori@supervisedfuels.com)

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