

Reporting of Gas issued to DOA/MFM Vehicles from Park Owned Gas Pumps

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Process to Report Park ...
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All parks with their own gas pumps, will now report any fuel issued from those pumps to DOA/MFM vehicles via Money Counts Database. **June 2015 is the first month to begin the new process.** I need the June report to be completed by Wednesday July 29th. For the coming months, this is due by the 10 of every month and as normal you will receive a notification within money counts telling you it is time to do this report.

If your park does not have its own gas pumps, then you do not have to report anything. All parks with gas pumps must report even if the amount issued is zero and even if they don't have DOA Motor Fleet Vehicles. Someone driving one of these vehicles could visit your park and get fuel. We are not going to claim any oil issued to DOA/MFM Vehicles since over the years cost is very nominal.

Carolina Beach already did their report for June without any instruction so it must be a very simple process!!! Thank you Pam Dillard and Chris Helms!!!!!!!

Process for Cashiers to Report Park Gas issued to DOA/MFM Vehicles (Any cashier listed in the Cash Handling Plan can complete steps 1 to 14):

1. Log into the Money Counts Database, go down to the Wheelhouse and click on the "FY1415" link (next month for July report you will already be on the FY1516 link)
2. Click on "Park Fuel (MF Vehicles) link
3. Click on "Cashier Update" for the month you are reporting
4. Click on the "Edit Form"
5. Under the Month, click the drop down button to choose the day gas was put in vehicle (must enter every day gas was put into vehicle, no summarizing)
6. Under "Vehicle Tag", click drop down button to find plate number (all plates of all DPR DOA/MFM vehicles are in the drop down menu)
7. Under "Driver Name", type in name of driver
8. Under "Gallons" type in gallons pumped
9. Once all entries are done, scroll down to bottom of form and click "Update"
10. After you hit "update", you are taken back to the main screen and Step 1 of this process is complete (if you need to make corrections, click the edit button and follow steps 5 to 9)
11. Click the link "Step2-Upload Invoice" if you have no edits to make to your form

12. Enter the cost per gallon from your last fuel purchase invoice and upload a JPEG image of same invoice and click submit
13. Double check your work and if you need to make changes to the cost per gallon, click on the magnifying glass beside that cost and then follow step 12
14. If no changes, scroll down and click "Approve" and then click "Submit"
15. Cashier duties are done

Process for Managers to approve the Report (any manager listed in the cash handling plan can approve this report):

- 1. Log into the Money Counts Database, go down to the Wheelhouse and click on the "FY1415" link (next month for July report you will already be on the FY1516 link)
 2. Click on "Park Fuel (MF Vehicles) link
 3. Click on "PASU Update"
 4. Click "Approve" and then click "Submit"
 5. Manager duties are done

This is to be completed by the 10 of every month
Please see attached screen shot examples with the instructions.

Thanks,
Tammy

Please be advised my phone and fax numbers have changed:

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