

Village of Menands

280 Broadway
Menands, NY 12204
(518) 434-2922
Fax (518) 427-7303



Fuel Policy and Procedures

The Village of Menands is to implement and monitor controls over fuel (gasoline and diesel) to ensure that purchases and usage are reasonable and authorized and that only municipality-owned vehicles and equipment receive fuel. Albany County will submit an invoice each month. The invoice will have listed the following information:

1. The amount of fuel purchased
2. The Vehicle in which the fuel was purchased
3. The date of purchase
4. Total cost

Personal use or fuel theft will result in automatic termination and possible legal action.

ALBANY COUNTY FUEL PUMPS

The Village of Menands has an MOU with Albany County Water Purification District to purchase fuel (Gasoline and diesel). Albany County will provide fuel access keys to turn on fuel pumps and record fuel amounts. Each vehicle will be supplied with a fuel key. At the end of each month, Albany County will submit an invoice for the fuel used per vehicle and the cost to Menands.

IF ALBANY COUNTY FUEL PUMPS ARE NOT OPERATING

If Albany County's fuel pumps are not working, Village-owned vehicles can purchase fuel from Mobil at 116 Broadway. The fuel will be purchased with a Village Credit a copy of each fuel purchase will be turned into the Treasurer for processing.

VILLAGE TREASURER

Each month the Village Treasurer will reconcile fuel purchases.