

AGENDA ITEM 5 B
(Consent Calendar Item)

MEMORANDUM

DATE: August 2, 2006
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Dawson Oil Company Blanket Purchase Order B11027

REQUESTED ACTION:

BY MOTION, Approve Revision of Blanket Purchase Order B11027 issued to Dawson Oil Company for Fiscal Year 2005/2006

BACKGROUND

El Dorado County Transit Authority (EDCTA) Purchasing Procedures and the Joint Powers Agreement establishing EDCTA require Board Approval for Purchase Orders over \$10,000 and Purchase Requisitions over \$5,000. The Transit Director certifies that these purchases, within the Service and Supply accounts, are processed within approved Purchasing Procedures.

Purchase order B11027 issued to Dawson Oil Company was approved on May 5, 2005, in the amount of \$251,726. During EDCTA's year end Accounts Payable reconciliation process, a posting error was discovered. This error has created a \$46,738.49 deficit to this purchase order. Staff recognizes the potential negative impact an error of this nature can create, and is reviewing current procedures in order to minimize the potential of this reoccurring.

Having corrected this item, review of the 2005/2006 budget for this department confirms that the overall actual expenditures are \$37,000. under budget therefore, a transfer is not needed at this time.

Service and Supplies Accounts

Purchase Order #B 11027 – Dawson Oil Company			
5040.01	Fuel Purchase	\$251,726.	\$298,464.49

EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454
(530) 642-5383

REVISED 8/2/06

PURCHASE ORDER NO. B 11027

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING
LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 7/01/05

TO:

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DAWSON OIL COMPANY
P. O. BOX 360
ROCKLIN, CA 95619
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7 ACCOUNT: 5040.01 CLASS: 110

SHIP & INVOICE TO:
EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454

Contact:

Vendor Phone No.: 530-642-2681

FAX No.:

PROMISED DELIVERY DATE		TERMS		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>FUEL PURCHASE FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/05 THROUGH 06/30/06</p> <p>UNLEADED GAS AND CLEAR DIESEL \$0.10 PER GALLON OVER TERMINAL RACK COST</p>		<p>NOT TO EXCEED: \$ 298,464.49</p>
I hereby certify that this purchase order is in accordance			SUBTOTAL	\$ 298,464.49
with procedures in the purchase manual governing of such			DISCOUNT	
items for El Dorado County Transit Authority.			SALES TAX	
PURCHASING AGENT			TOTAL	NTE: \$ 298,464.49

PLEASE NOTE CONDITIONS ON REVERSE SIDE

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing