Eric Savage

Agency Weekly Report

Current week December 8th, 2022 – December 14th, 2022

1. Attended virtually and took attendance on Carroll Fuel Meeting.
2. Received Fuel delivery from Carroll Fuel.
3. Went through all 2022 Exception reports and contacted those who have not responded

back.

1. Went back through all 2022 Exception reports and made sure they were all complete with a

cover letter and exceptions if any.

1. Posted fuel pricing to DGS website.
2. Filed OPIS report and highlighted appropriate pricing.
3. Finished cleaning 15th floor cubical desk.
4. Took Fleet manager; John Marsh to Bob Bell Chevy to pick up a state vehicle that was serviced.
5. Sent out November 2022 Fuel Exception Report.
6. Showed New hire; Mike Carney our fuel site and how to receive fuel when Carroll Fuel tanker shows up.
7. Filed Daily inventory readings and highlight sites that are not polling and sites that are low on fuel and site that are nor polling.

Next Week December 15th, 2022 – December 21st, 2022

1. Send out November 2022 Fuel Exception reminders for those who don’t respond by 12/19/2022.
2. Attend and take attendance on Carroll Fuel Meeting.
3. Receive fuel from Carroll Fuel when they arrive at the fuel site and give paperwork to Kurt Butler.
4. File OPIS report and highlight pricing daily.
5. Post Fuel pricing to DGS website.
6. Documents responses for November 2022 Fuel Exceptions when they come in.