

City of Houston
Office of the City Controller
Audit Division

**GENERAL SERVICES DEPARTMENT
FUEL MANAGEMENT DIVISION
PERFORMANCE AUDIT**

INFORMATION REQUEST #1

To:	Issah Dadoush, Director, General Services Department
CC:	Steve Schoonover, City Auditor
Date:	March 16, 2009
From:	Arnie Adams, Audit Manager, (832) 393-3512 Linda McDonald, Assistant City Auditor IV (832) 393-3514 Jim Owens, Assistant City Auditor III (832) 393-3518

Information Requested:
Please provide the following documentation, if not previously supplied:
1) Current Organization Chart
2) Mission Statement and FY 2009 Goals
3) List of individuals, their titles and major responsibilities relating to Fuel
4) List of applicable statutory, regulatory, and other guidelines related to Division operations
5) Fuel Procurement and Transportation / Deliveries Policies and Procedures manual, electronically preferably
6) Contracts and any related revisions
7) List of Signature Authorities (dollar thresholds, etc)
8) List of SAP users with their assigned Job Roles
9) List of SAP reports used in operations
10) A list of non SAP integrated systems and their available reports
11) 2008 and 2009 Fiscal Year Budget and Actual Costs related to fuel purchases and transportation costs.
12) List and copies of Contracts being monitored
13) Examples of the most recent internal compliance reports
14) Prior audit reports (not Controller's Office) if any

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15) **Fuel Inventory by Department** Excel Schedule for the following days: Please also include data supporting the order and delivery schedules.

July 10, 11, and 12, 2007

August 28, 29, and 30, 2007

September 12, 13, and 14, 2007

November 5, 6, and 7, 2007

January 14, 15, and 16, 2008

February 27, 28 and 29, 2008

March 3, 4, and 5, 2008

April 22, 23, and 24, 2008

May 7, 8, and 9, 2008

June 25, 26, and 27, 2008

16) Is there any litigation pending regarding the purchase and/or transport of fuel? If so, please explain.

17) Is there a written back-up emergency plan in case of fuel disruption? If so, please provide a copy.

18) Data dump of Inventory Order Schedule for March and April 2008