



North Carolina Department of Health and Human Services  
Office of the Controller

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS  
Laketha M. Miller  
Controller

**MEMORANDUM #2013-14**

TO: Division/Institution Directors  
Division/Institution Budget Officers

FROM: Laketha M. Miller *Laketha M. Miller*

DATE: June 25, 2013

RE: NC Alternative Fuels Consortium Petroleum Displacement Plan

The Petroleum Displacement Plan will continue through SFY 2015-2016. The information needed from each division/institution for the Plan must include the total number of state titled vehicles that use gasoline, the total number of miles those vehicles were driven and the total number of gallons of gasoline used.

The reporting form can be found at the web link listed below. This form is only for vehicles that are titled in your division/institution's name. Please complete the column in the "Reporting" tab for SFY 2012-13. If you do not have any vehicles titled in your division/institution's name, please mark the form "N/A" and return it to Mary Ngwadam in the General Accounting/Financial Management Section. Do not include any items that are not considered titled vehicles (i.e. lawn mowers, tractors, etc.)

Also, please look at the "Fuel Infrastructure" tab and make any necessary changes for this State Fiscal Year. In addition, please review the new "Efficiency" tab. If your division/institution has initiated steps to improve fleet vehicle efficiency, please indicate in the boxes provided. If "yes", please provide the additional information that is requested.

Web link: <http://www.ncdhhs.gov/control/index.htm> (Please use the same form that you used last year by entering the updated data into the 2012-2013 column of the "Reporting" tab). For the other tabs ("Plan", bottom half of the "Yearly Results Noted" and "Efficiency"); change the year to read 2012-2013 and enter your responses as per usual.

The deadline to submit the completed form is July 26, 2013. If you have questions please contact Mary Ngwadam at 919-527-6004.

LMM/mn

cc: Mary Ngwadam

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