

FLEET MANAGEMENT
POLICY / PROCEDURE

SUBJECT: TO FUEL VEHICLES/EQUIPMENT WITH
MAJOR CREDIT CARDS

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DISTRIBUTION:

Fleet Management
County Departments

PURPOSE:

To establish policies for the use of non-county fuel with credit cards in compliance with Administrative Code 5-7(attached).

ISSUANCE OF FUEL CREDIT CARDS:

Fuel credit cards are to be used only when county fueling facilities do not meet operational needs, such as for out of county travel. Credit cards are not intended to circumvent fueling at County facilities. If your vehicle should break down while out of the county, minor repairs (new battery, tire, etc.) can be charged to the Voyager Fleet Credit Card. For major repairs, contact Fleet Management during working hours (7:00 AM to 5:00 PM) at 239-533-5338 or after hours Bill Prussman 239-229-6461. All repairs should have prior approval if feasible.

INFORMATION NEEDED TO OBTAIN CREDIT CARDS:

The employee will be required to provide the following information to Fleet Management (attached).

- Vehicle asset number - The six digit number assigned to county rolling stock by the Clerk's Office. For example: 049275
- Employee name - Person traveling.
- Telephone number - Work or office telephone number.
- Department /section - To update the fuel system for billing.
- Destination - Where the vehicle will be driven.
- Beginning mileage - To update the odometer reading in the Faster System.
- Employee signature - Person responsible for the Credit Cards.

INFORMATION NEEDED WHEN RETURNING CREDIT CARDS:

- Ending mileage - To update the odometer reading in the Faster System.
- Original receipts - Finance requires the original invoice for payment.

The appropriate department will be charged for the fuel and repairs on the following month's fuel or vehicle maintenance bill.

Revision Date: May 2010.

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:

Facilities/Properties/Equipment/Vehicles

CODE NUMBER:

AC-5-7

TITLE:

Issuance of Fuel Credit Cards

ADOPTED:

3/8/89

AMENDED:

11/9/94

ORIGINATING DEPARTMENT:

County Administration

PURPOSE/SCOPE:

This policy is intended to allow County Departments to acquire credit cards for the fueling of vehicles where current facilities do not meet operational needs. This policy also allows for payment of minor repairs on County vehicles when on County business outside of Lee County and access to the Fleet Management facility is not feasible nor reasonable. The acquisition of credit cards is not intended to circumvent fueling and servicing at present County facilities.

POLICY/PROCEDURE:

Eligibility: Vehicles that cannot be fueled at County facilities due to unusual travel; out of county travel; accessibility (during non-working hours or on-call periods); occurrences where the current facilities do not meet operational needs; vehicles needing minor repairs while on County business outside of Lee County.

All minor repairs should have prior approval from Fleet Management whenever possible. In the event that Fleet Management cannot be reached when traveling outside Lee County, repairs should be completed and Fleet Management notified the next working day. A copy of the repair invoice and the vehicle asset number must be sent to Fleet Management upon return in order to track vehicle repair costs.

Distribution of credit cards is to be determined by the appropriate department director.

All renewals and original requests for cards are to be handled by the appropriate name.

Purchase Orders will be established by each county department in the department name.

Gas tickets are to be returned to the fiscal division of each department by the card user. Invoices are to be sent directly to the Clerk of Courts/Finance Division. All invoices are to be verified by the user department prior to authorization of payment. Any issues with verification or payment will be resolved by the department director.

Copies of all fuel receipts from non-county fueling sites must be sent to Fleet Management. The vehicle asset number, odometer reading and number of gallons pumped must be included on the receipt. This will enable Fleet Management to better track mileage for county-owned vehicles and to prevent the possibility of being locked out of the fueling system at Fleet Management.

**FLEET MANAGEMENT
FUEL CREDIT CARDS**

VEHICLE NUMBER: _____

EMPLOYEE NAME: _____

DEPARTMENT: _____

DESTINATION: _____

DATE OUT: _____ TIME: _____

DATE BACK: _____ TIME: _____

BEGINNING MILEAGE: _____

ENDING MILEAGE: _____

VOYAGER: 86915 1753 CARD # _____

Driver is responsible for this vehicle. The vehicle is to be refueled before turning in keys.

EMPLOYEE SIGNATURE

*****DRIVE SAFELY*****