

**FLEET MANAGEMENT
POLICY / PROCEDURE**

**SUBJECT: TO FUEL VEHICLES/EQUIPMENT WITH
MAJOR CREDIT CARDS**

APPROVED: 
MARILYN(L.)RAWLINGS, FLEET MANAGER

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 BAS Shop 239-533-2987. 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: April 2012