



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



420.03 FUEL CREDIT CARDS 04-14-17

PURPOSE

The purpose of this order is to establish guidelines for the use of fuel credit cards to purchase gasoline for City vehicles.

POLICY

It shall be the policy of the Sacramento Police Department to ensure effective use of fuel credit cards for City vehicles while providing employees efficient modes of transportation.

PROCEDURE

A. ISSUANCE

1. The Fleet and Supplies Unit shall issue fuel credit cards to employees in need of a credit card to purchase gasoline.
 - a. The Fleet and Supplies Unit shall maintain a log of credit card issuance to include
 - (1) Identification of personnel by name and badge number.
 - (2) Area of work assignment.
 - (3) Identification number of the card.
 - b. If employees are transferred to another office or assignment within the same office and no longer use the fuel credit card, the fuel credit card shall be returned and the appropriate correction made to the log.
 - c. A copy of the changes shall be forwarded to the Fleet and Supplies Unit.

B. UTILIZATION

1. Employees using city vehicles out of town shall obtain a fuel credit card from the Fleet and Supplies Unit.
2. The employee shall
 - a. Sign for the card legibly and include badge number.
 - b. Record the identification number of the card with the Fleet and Supplies Unit.
 - c. Record the duration of the trip with the Fleet and Supplies Unit.
3. Upon completion of the trip, the fuel credit card shall be returned and signed in.
4. If a fuel credit card is lost or stolen, the Fleet and Supplies Unit shall be notified immediately. The Fleet and Supplies Unit shall cancel the fuel credit card and issue a replacement.
5. If a fuel credit card is mutilated, the card shall be forwarded to the Fleet and Supplies Unit for replacement.
6. When fuel credit cards are replaced for any reason, the records regarding the card shall be updated.

C. AUDITING

1. The Fleet and Supplies Unit shall review the monthly fuel usage report for any inconsistencies.
2. Any inconsistencies in the fuel usage report shall be reported to the OOC Police Administrative Manager.