

POLICY:

Various governmental agencies/units of government utilize the County's automated fuel dispensing system facility for official government vehicles utilizing the County Fuel Card Program. This Administrative Regulation establishes the procedures to acquire authorization for use.

PROCEDURE:**I. Applying for a New County Fuel Card.**

A. When an employee needs to fuel county vehicles at the county's fuel facility the employee's supervisor shall complete and submit a Fuel Card Request form.

1. Access to form: The request form is posted in the Forms Section on the County Intranet website.
2. Supervisor shall complete the Supervisor Justification section indicating the reason the employee needs a fuel card. (e.g., "Employee is first responder. Needs access to fuel site at all hours.").
3. The Supervisor shall sign and forward the form to the Division Director for approval.
4. If approved, the Division Director shall sign and forward the form to the Deputy County Administrator for approval.
5. If approved, the Deputy County Administrator shall sign and forward the form to the Office of Fleet and Transportation Management.
6. The Fleet and Transportation Management Director, or designee, shall issue fuel cards for those vehicles and individuals authorized to use the system by the Deputy County Administrator.
7. Fleet and Transportation Management shall notify the employee or the supervisor upon approval of issuance of a fuel card. Only the employee or their supervisor may pick up the fuel card from Fleet Management.

II. Termination or Transfer of Employee

A. If an employee is terminated or transferred to another division/department, the employee's supervisor shall promptly collect the fuel card and submit a revised Fuel Card Request form.

1. The Supervisor shall sign and forward the form, along with the fuel card, to the Division Director for signature.

2. The Division Director shall sign and forward the form, along with the fuel card, to the Deputy County Administrator for signature.
 3. The Deputy County Administrator shall sign and forward the form, along with the fuel card, to the Office of Fleet and Transportation Management.
 4. The Office of Fleet and Transportation Management Director, or designee, shall cancel the fuel card account(s) to maintain system integrity.
- B. If an employee transfers to another division/department, the employee's new supervisor shall submit a Fuel Card Request form to obtain another fuel card, following the procedures listed above under "Applying for a New County Fuel Card". Similarly, if a new employee is hired to replace a terminated employee, the same procedures shall be followed.

III. Lost or Stolen Fuel Card

- A. If a fuel card is lost or stolen the card holder shall immediately notify his or her supervisor. The supervisor shall immediately fill out a Fuel Card Request form notating that the fuel card was lost or stolen.
1. Supervisor shall sign and forward the form to the Division Director for signature.
 2. The Division Director shall sign and forward the form to the Deputy County Administrator for signature.
 3. The Deputy County Administrator shall sign and forward the form to the Office of Fleet and Transportation Management.
 4. The Office of Fleet and Transportation Management Director, or designee, shall cancel fuel card account(s) to maintain system integrity and a new fuel card shall be issued. Fleet Management shall notify employee or supervisor upon approval of issuance of a replacement fuel card. Only the employee or their supervisor shall pick up completed fuel card from Fleet Management.

IV. Damaged Fuel Card

- A. If a card is damaged and cannot be read by the card reader at the fuel site, a replacement card shall be requested using the Fuel Card Request form.
1. Supervisor shall sign and forward the form to the Division Director for signature.
 2. The Division Director shall sign and forward the form to the Deputy County Administrator for signature.

3. The Deputy County Administrator shall sign and forward the form to the Office of Fleet and Transportation Management.
4. The Office of Fleet and Transportation Management Director, or designee, shall cancel fuel card account(s) to maintain system integrity and a new fuel card shall be issued. Fleet Management shall notify employee or supervisor upon approval of issuance of a replacement fuel card. Only the employee or their supervisor shall pick up completed fuel card from Fleet Management.

V. Questions or Issues

Any questions or issues regarding the County fuel facility fuel card system shall be directed to the Office of Fleet and Transportation Management at (352) 527-7626.

FOOTNOTES & REFERENCES RELATED TO AR's: Supersedes AR 4.03 dated November 22, 1988 and AR 4.03-1 dated October 7, 1997; AR 4.03-2 dated July 22, 2008.