



Affirmation: 

SUBJECT: Citywide Fuel Policy

1. **PURPOSE:** To establish a policy and procedure for utilizing the City of Indio's Bulk Fueling Facility (BFF) at the Corporate Yard for city vehicles and equipment while on official city business and for SOCO Commercial Fueling Network (CFN) traveling fuel cards and Sunline Transit Agency (SUN) fuel cards used on city vehicles and equipment while on official City Business.
2. **SCOPE:** The City of Indio recognizes that the purchase of fuel in bulk is a cost effective and productive measure that provides a convenient and effective method of providing fuel for all City vehicles and equipment. In addition, the City acknowledges that an identified number of SOCO Commercial Fueling Network (CFN) fuel cards and Sunline Transit Agency (SUN) fuel cards for compressed natural gas are necessary for city vehicles and equipment. This policy establishes the requirements and guidelines to utilize the City's fuel services.
3. **GENERAL POLICY:**
 - 3.1 **Use of the City of Indio's Bulk Fueling Facility (BFF) at the Corporate Yard:**
 - 3.1.1 All City vehicles and equipment will use the Bulk Fueling Facility to obtain fuel when operating within a seventy-five (75) mile service radius of the City of Indio's Corporate Yard (83-101 Avenue 45).
 - 3.1.2 Prior to fueling the vehicle and or piece of equipment, staff will be required to enter the odometer or hour meter reading. The odometer or hour meter reading will be used by the fueling system to detect how much fuel will be disbursed to fill the individual fuel tank(s).
 - 3.1.3 City vehicles and equipment will have an assigned BFF card or SUN fuel card as applicable.
 - 3.1.4 All lost or stolen fuel cards shall immediately be reported to the employee's respective supervisor and they in turn will notify Fleet Services immediately. Fleet Services will then notify the Indio Police Department if theft, abuse or fraudulent use may be suspected.
 - 3.1.5 If a fuel card is damaged or non-operational, the employee shall notify Fleet Services. Fleet Services will capture, cancel and reissue the card.
 - 3.1.6 A valid "all vehicle/equipment" BFF card can be issued to supervisors or managers with a demonstrated need. A Fuel Card Request Form must be filled out and signed by the Department Head and forwarded to the City Manager for

approval. Once approved, Fleet Services will issue the card to the employee with notification to the City Manager and Department Head.

3.2 Use of CFN Fuel Cards for Outside of Service Radius

- 3.2.1 The CFN fuel card can only be used when traveling outside of the seventy - five (75) mile service radius of the City of India's Corporate Yard fueling facility. Indio Police Traffic Team officers who have been issued a CFN fuel card are the exception, as their daily operational duties require a CFN fuel card for the routine purchase of high-octane (91 octane) gas for efficient and better performance of their issued police motorcycles as indicated by motorcycle industry standards.
- 3.2.2 Employees should check with the out of area station operator prior to pumping the fuel to ensure acceptance of the CFN card.
- 3.2.3 The card shall only be used at self-service islands, and fuel purchases must be limited to the lowest grade of fuel.
- 3.2.4 Any other purchases (other than fuel) are strictly prohibited. CFN cards will not be used under any circumstance to purchase fuel for an employee's personal vehicle.
- 3.2.5 Employees wishing to obtain a CFN traveling fuel card will be required to complete a Fuel Card Request Form, signed by the Department Head and supervisor. The form is then forwarded to the City Manager for final approval.
- 3.2.6 Once approved, Fleet Services will issue the requested card to the employee with notification to the City Manager and Department Head.
- 3.2.7 Each CFN fuel card can only be used by the requesting employee.
- 3.2.8 All lost or stolen cards will be reported to Fleet Services immediately.
- 3.2.9 Fleet Services will report the lost or stolen card immediately to SOCO/CFN customer service and cancel the lost or stolen card.
- 3.2.10 All CFN cards not used within 45 days of issuance will be returned to Fleet Services unless otherwise approved by the Department Director.

3.3 CFN and SUN Fuel Card Records, Invoices and Payments

- 3.3.1 Once a transaction takes place, the employee must keep the printed receipt with all applicable details.
- 3.3.2 After an employee receives his/her monthly statement from Fleet Services, the employee must review and reconcile it with his/her receipts.

- 3.3.3 Each employee must sign and forward his/her itemized statement from the fuel company and receipts to his/her department head (or another management employee designated by the City Manager) within five (5) days of receiving the itemized statement.
- 3.3.4 Each Department Head (or other management employee designated by the City Manager) must verify documentation received by his/her fuel card holding employees insure that is properly reconciled and that each transaction is appropriate.
- 3.3.5 After approval by a Department Head (or other management employee designated by the City Manager) all fuel card related documentation must be forwarded to the Fleet Services Supervisor who will then forward to the Finance Director within ten (10) days of the employee's initial receipt of the itemized statement.
- 3.3.6 The employee will maintain a file of all their monthly reconciliations for the length of time as required by the City of India's record retention and also by the Finance Department.

3.4 Responsibility of the Employee

- 3.4.1 Within the discretion of Indio and other lawful authorities, an employee's violation of this policy, shall subject an employee to reimbursement to the City and personnel/disciplinary action up to and including termination. Each employee using any city fuel card shall be accountable per this policy.
- 3.4.2 BFF cards and SUN fuel cards must stay with the assigned vehicle or piece of equipment. CFN fuel cards must be kept in a safe location when not in use.
- 3.4.3 CFN fuel cards - All CFN fuel cards will be setup to require the vehicle number and the odometer reading to be entered at the pump before fuel can be purchased.
- 3.4.4 CFN fuel cards - The employee will adhere to weekly spending limits and quantities, which will be based on the requesting department needs identified and approved on the Fuel Card Request Form. Exceptions to this are Indio Police Traffic Team officers who have been issued a CFN fuel card and whose schedules may vary depending on unscheduled investigative call outs or mandatory training evolutions.
- 3.4.5 The employee will maintain a file of all their monthly usage of all transactions with the valid all vehicle/ equipment card. Records of all of the transactions related to the specific card will be retained by the employee for the length of time as required by the City of India's record retention policy and the Finance Department.

3.5 Administration and Additional Requirements

- 3.5.1 The City Manager alone shall have the authority to authorize a fuel card that will be issued to the specific employee requested on the respective Fuel Card Request Form.
- 3.5.2 The City Manager hereby designates the Fleet Services Supervisor to administer this policy, maintain a fuel card activity log, and a list of departments and employees who hold a fuel cards. At any time, the City Manager or his designee can request the fuel services data for viewing and analysis.
- 3.5.3 This policy is subject to the availability of funds.

Previous policy dated: 11-17-2010

FUEL CARD REQUEST FORM

(One form per card request)

1. Asset I.D. # requesting CFN fuel card be assigned to: _____

2. Individual name that this CFN fuel card is to be assigned to (print name):

3. Estimated monthly dollar amount of fuel to be purchased: \$ _____

4. Justification for CFN card:

I hereby certify I have read the City of India's City Wide Fuel Policy and will abide by that policy.

Employee Signature

Date

Department Head Signature (signifying approval)

Date

City Manager Signature (signifying approval)

Date

EMPLOYEE ACKNOWLEDGMENT FORM

I hereby acknowledge receipt of a copy of the City of India's "City Wide Fuel Policy" as approved by the City Council on November 17, 2010, and also state that I have carefully reviewed and do understand the "City Wide Fuel Policy" provided to me. I have received answers to any questions that I may have had about said policy and hereby agree to abide by this policy.

Signed: _____

Printed Name: _____

Title: _____

Department: _____

Date: _____