

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #45

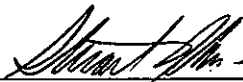
SUBJECT: FLEET FUELING AND MAINTENANCE MANAGEMENT PROGRAM

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: NOVEMBER 4, 1987

REVISION DATE: SEPTEMBER 8, 2003; July 9, 2009

This memorandum supersedes and replaces all previous information included in PPM #45 titled McCullagh Leasing Card originally issued November 4, 1987. The current PPM is to be replaced in its entirety by this revised issue.



ASSISTANT SECRETARY

This is revision No. 2 to this PPM with an original effective date of November 4, 1987.

**IMPORTANT:**

Insert this revision notice in PPM file preceding all other information on this subject to maintain a current document file.

POLICY & PROCEDURE MEMORANDUM #45

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EFFECTIVE DATE: NOVEMBER 4, 1987

POLICY:

All gasoline purchases for vehicles shall be obtained by (1) bulk fuel, (2) Fueltrac/Voyager card, (3) if no Fueltrac/Voyager card is available, (4) gas credit card.

All repairs to vehicles (except body repairs) shall be obtained by (1) Fleet Fueling and Maintenance Management Program; (2) State Contract, or (3) Use of an authorized dealer, if not available from (1) or (2). The above is in no way intended to limit the use of agency repair shops. This section does not apply to the stocking of parts for future repair work. Refer to PPM #2 for Purchasing Procedures.

PROCEDURE:

I. General –

Each vehicle is assigned a vehicle card. Each manager will designate authorized employees whom will receive a confidential six-digit PIN number. The PIN number is an employees' signature that they made the purchase. When an authorized employee uses a vehicle, he/she will be able to use the vehicle card for that vehicle and his/her own six-digit PIN number. Employees must not give their personal PIN number to anyone to prevent misuse or theft. The unit manager is responsible for all cards on his/her area. The cards are to be kept with the vehicle log in a secure place. If the vehicle rarely leaves the site, the cards should remain in a secured location within the site office. When the vehicle is turned in or transferred, the vehicle card is returned to the Administrative Office. If the card is lost, contact the Administrative Office immediately.

II. Fuel Purchase –

A. Retail Vendor -

Locate an authorized Fueltrac/Voyager vendor. When using a Fueltrac/Voyager vendor, you will need the vehicle card, odometer reading, LPAA property number, and your personal PIN number. Follow the vendor's instructions. The property number must be written on the receipt. Attach receipts to Daily Vehicle Log Report (DAMV-3) for applicable vehicle.

When using a gasoline credit card, you will need LPAA property number and odometer reading on the receipts. Attach receipts to Daily Vehicle Log Report (DAMV-3) for applicable vehicle.

B. Fueltrac/Voyager Unattended –

Locate an authorized Fueltrac/Voyager vendor Unattended station. You will need the vehicle card, odometer reading, LPAA property number, and your personal PIN number. Follow the vendor's instructions. The property number must be written on the receipt. Attach receipts to Daily Vehicle Log Report (DAMV-3) for applicable vehicle.

III. Maintenance --

- A. All transmission repairs, glass replacement, tires, batteries or anything else on state contract can be purchased on state contract or follow purchasing procedures.
- B. All other automotive services will be processed on the Fleet Fueling and Maintenance Management Program Card. Each site will have a reference book of all vendors. Updates can be obtained at [www.Voyager/Fueltrac.com](http://www.Voyager/Fueltrac.com).
  - 1. The following procedure must be used for Approval of Maintenance:
    - a. Obtain estimates from vendor.
    - b. Submit a "request for purchase" to the District Manager or appropriate section head.
    - c. If the repair is under \$1,000.00, the District Manager will approve.
    - d. If the repair is over \$1,000.00, the request is to be sent to the Administrative Office through the District Manager for approval and assignment of approval number.
  - 2. When approval is received, the vehicle will be repaired at one of the Fuelman dealers.
    - a. When work is completed, the card pertaining to the vehicle repaired will be presented to the vendor for changes.
    - b. The vendor issues an original copy of the ticket, which is to be attached to the Daily Vehicle Log Report (DAMV-3) for the applicable vehicle.
- C. Use authorized dealer if repairs are not available from Fleet Fueling and Maintenance Management Program dealers.

IV. The following procedure must be used to process payment:

- A. A supplemental receiving report is prepared, attaching the Fueltrac/Voyager reports that show the purchases made for the entire month. The Fleet Summary Report is obtained from the Office of Management and Finance.
- B. All gasoline and operating supplies are to be coded 3170. All equipment and maintenance to vehicles are to be coded 2770.
- C. The supplemental receiving report and Fleet Summary Report are then faxed to the Operations Sections and the original is forwarded through the supervisory chain to the Administrative Office within 10 days of receipt.

  
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ASSISTANT SECRETARY