

If an employee finds it necessary to purchase fuel for a county vehicle or rental vehicle with personal funds, as opposed to the fuel card, a request for reimbursement should be submitted to the County Auditor's Accounts Payable Division, along with proper supporting documentation (i.e. original receipts).

Fuel cards will have a credit limit of \$500.00 per month and two transactions per day, unless otherwise requested and approved.

## PROCEDURES

The following procedures are required and will be adhered to when using the Card.

- a. A Statement of Understanding (attached hereto) acknowledging the understanding of this policy, and the sanctions for misuse must be signed and kept in a file by the Elected Official/Department Head/Agency and Program Director for each individual utilizing the card.
- b. A Purchase Order for the purchase of fuel must be open and valid prior to using the Card. All funds for the Cards shall be in the appropriated budget line items.
- c. A signed roster of the employees using or possessing a card must be kept with the Elected Office/Department Head with a copy to the Purchasing Department (County Wide Administrator) Agent.
- d. If an emergency arises requiring the Employee to use the Card for purchases other than fuel, the employee shall contact his/her supervisor. The supervisor in turn shall notify the Hidalgo County Purchasing Department who in turn must declare the emergency in accordance with Chapter Nine of the Hidalgo County Purchasing Policy. The employee is not to use the Card until such authorization has been authorized by the Hidalgo County Purchasing Agent.
- e. When using the Card at a self serve pump, the employee will:
  - Enter the vehicle number.
  - Enter the odometer reading.
  - Enter P.I.N. (Personal Identification Number).
  - Request for receipt.
  - Sign or initial receipt and write in his/her County Employment Identification Number.
  - Submit receipt to their Elected Office/Department/Agency or Program Budget Clerk the same date.
  - If fueling after established Office/Department/Agency or Program hours, submit the receipt to the Elected Official/Department Head the next business day.