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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 013**  
**EFFECTIVE DATE: 11/03/09**  
**REVISED: 02/20/18**  
**AUTHORITY: BOC**  
**COUNTY MANAGER: PAW**

**SUBJECT: COUNTY FUEL PUMPS & FUEL CARD ADMINISTRATION**

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**I. Purpose:**

Provide easy, secure, and accountable access to fuel for county motor vehicles.

**II. Policy:**

Motor vehicle fuel for county vehicles may only be obtained from the county fueling stations/pumps or with pre-authorized fuel purchase cards. Fuel may only be purchased at a commercial fueling station in emergencies or during travel out of the area.

**III. Procedure:**

**A. County fueling stations.**

1. The county will provide and maintain fueling stations at designated places at the south and north ends of the county. The fueling stations may only be used by authorized county employees that have been issued a fuel card and/or purchase card, or a key to access the pumps by the Comptroller.
2. The fueling stations may only be used by authorized county employees, for county vehicles, and for official county business. No employee may obtain fuel from a county fueling station for his/her personal vehicle or use or for the use of his/her family or associates.
3. If an electronic fuel management system is not in place, employees must fill out a fuel log, with county vehicle plate, mileage, gallons filled, department, employee name, and date. If an electronic fuel management system is used, the employee must enter the vehicle's mileage, his/her identification information, and other information required by the system. The Comptroller's office must manage the electronic data base, management system, and financial tracking system.
4. Each department will be billed monthly based on the fueling records from the log or electronic management system.
5. Employees must immediately report to the Comptroller or the Public Works Director any damage, malfunctions, leaks, safety hazards, or suspicious circumstances (e.g., suspected scam card-reader) at the fueling station. Potential safety hazards must be reported immediately to the Public Works Director. The employee must immediately report suspicious persons or criminal activity occurring at the fueling station to the Sheriff's Office.

**B. Fuel cards and purchase cards.**

1. Pre-authorized employees may be issued a fuel card or purchase card which may be used to purchase fuel at a commercial fueling station.
2. Cards will be issued by the Comptroller to pre-authorized employees.
3. Cards may only be used at commercial stations in emergency situations or during travel out of the area. Employees must otherwise obtain fuel from the county fueling stations.
4. County regulations shall be followed by all authorized employees.
5. Any disputes shall be reconciled within 30 days by the department to which the card was issued, and the department will notify the Comptroller immediately of the results. Disputes which cannot be resolved by the department will be forwarded to the Comptroller.
6. No employee may obtain fuel by use of the county fuel card and/or purchase card for his/her personal vehicle or use or for the use of his/her family or associates.

C. Any lost or stolen fuel card or key shall be immediately reported to the department head or supervisor. The supervisor must immediately report the issue to the department head. The department head must immediately report this loss to the Comptroller. The supervisor or department head is responsible to cancel lost or stolen fuel cards and/or purchase cards as appropriate after consultation and concurrence with the Comptroller, or when the Comptroller cannot be reached.

D. Disciplinary action up to and including termination may result for employees who misuse county fuel privileges.

**IV. RESPONSIBILITY FOR REVIEW: This policy will be reviewed every 5 years or as necessary by the County Manager's office.**