3-06/150.15 - Service or Repair Expenses Inside the County

Gasoline and oil may be obtained for any county vehicle at any of the various county facilities (see section 3-06/160.00).

Emergency repairs under $100 may be obtained from the nearest service station. The employee shall pay the bill and obtain three (3) copies of the receipt. The receipts shall be presented to the unit commander for approval and subsequent claim for reimbursement made. The Expense Claim (76E928) shall be completed, in quadruplicate, with the claimant retaining the last copy. The claimant should show his name and the address of his unit of assignment in the upper left portion of the form. The original and two (2) copies of the claim, together with the three copies of the receipt, shall be forwarded to Fiscal Administration.

NOTE: The county vehicle number must appear on both the claim and the receipt.