3-06/150.20 - Service or Repair Expenses Outside the County

Employees on authorized trips out of Los Angeles County may be issued a credit card for the purchase of gasoline and oil only. Credit cards are issued by Fiscal Administration.

When utilizing these credit cards, employees shall record the county vehicle number and mileage on the credit card receipt and sign the receipt in a legible manner.

All receipts are to be submitted to, and kept on file by, the concerned unit commander.

When emergency repairs are required outside the county, employees shall go to the nearest repair facility and obtain an estimate of the cost of the emergency repair. The employee shall then call the Communications and Fleet Management Bureau, Fleet Management Unit, and describe the circumstances and estimated cost of the emergency repair. The ranking Fleet Management Unit representative shall make a determination as to the course of action to be taken.