

12-01 VOYAGER GASOLINE CREDIT CARD



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 12-01

Subject: VOYAGER GASOLINE CREDIT CARD

Effective Date:	02/01/2012	Last Date Revised:	12/08/2015
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

During an audit, it was found that the gasoline purchased through the local gasoline station by means of the Voyager Gasoline Credit Card is less costly than purchasing gasoline through the gas pumps at County facilities. The purpose of this Unit Order is to establish guidelines as to the use of the Voyager Gasoline Credit Card.

GUIDELINES

TRAP personnel should attempt to purchase gasoline through a local gasoline station by the use of the Voyager Gasoline Credit Card. 87 octane fuel is the preferred grade authorized for purchase. If you happen to be at a County facility and are in need of gas, you can certainly fill up at the County facility.

NOTE: In emergent situations, higher grade fuel can be purchased

All personnel using the Voyager Gasoline Credit Card shall obtain a receipt for the purchase, and fill out the Monthly Credit Card Use Summary form. One entry shall be made for every purchase. This form, with all receipts attached, shall be submitted to the team sergeants by the 5th of every month. The team sergeants will forward all the team summaries to operations by the 10th of every month.

In an extenuating circumstance if a receipt is not obtained, TRAP personnel shall document the purchase amount, how many gallons of fuel were obtained, and the vehicles' current mileage in their "red book" and on the "Monthly Credit Card Use Summary." In these circumstances, a memorandum shall be addressed to the team supervisor documenting why a receipt was not obtained.

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The memorandum should include the name & address of the gas station, the total dollar amount purchased, how many gallons of fuel were purchased, and the vehicle identification number ("SX" number) of the vehicle the fuel went into.

This memorandum will be submitted with the respective "Monthly Credit Card Use Summary" form and submitted to TRAP Headquarters by the 10th of every month.

Failure to comply with this Unit Order may result in a documented counseling, performance log entry, comment card, or other administrative discipline.

References: 3-06/150.20MPP

Fiscal Notice 037

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR
