

3-4 GASOLINE CREDIT CARDS & REPAIRS TO VEHICLES WHILE OUTSIDE OF LOS ANGELES COUNTY



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 3-4

Subject: USE OF GASOLINE CREDIT CARDS AND REPAIRS TO COUNTY VEHICLES WHILE OUTSIDE OF LOS ANGELES COUNTY

Effective Date:	09/01/1995	Last Date Revised:	03/10/2021
Last Date Reviewed:	03/10/2021	Next Review Date:	03/10/2022

GASOLINE CREDIT CARDS

Gasoline credit cards will be issued to Homicide Bureau investigators at the discretion of the Bureau Commander. The gasoline credit cards shall be used to purchase gasoline for County vehicles when it is not practical or feasible to obtain gasoline from a County facility.

REPAIRS

Gasoline credit cards may be used to pay for minor repairs under \$100.00 (fan belts, tire puncture, etc.) in emergency circumstances when standard County repairs are unavailable in a timely fashion. Minor repairs require the approval of the appropriate Team Lieutenant. All bills must be submitted to the Automotive Craft Services unit of Fleet Operations.

All credit card receipts for the purchase of gasoline and repairs must show the County vehicle number and vehicle license number on the receipt. Receipt signatures shall be legible. The receipt shall be submitted to the Team Lieutenant for approval, then to the Operations Sergeant.

AUDITING PROCEDURE

When utilizing the gas cards, a Bureau member shall collect appropriate receipts and submit them with a memo outlining the reason or necessity for the expenditure.

These memos and receipts shall then be collected, reviewed, and signed by the appropriate Team Lieutenant

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as proper County expenses prior to forwarding them to the Operations Sergeant.

Once the charge card bill is received, the Operations Lieutenant shall review the previous month's memos to ensure that each expenditure is accounted for. If an expenditure has not been documented, the Operations Lieutenant shall contact the appropriate Team Lieutenant who shall provide proper documentation.

The review and auditing of gasoline credit card expenditures shall be the responsibility of the appropriate Team Lieutenant. They shall review the bill and sign it attesting that the expenditures are proper County charges. Attention should be given to charges on weekends or holidays, excessive fill-ups, etc.
