

## 1-13 Use of Gasoline Credit Cards and Charge Cards

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF DEPARTMENT**

Bureau Order Number: **1-13**

Subject: **USE OF BUREAU CREDIT CARDS**

Effective Date: 04/02/2008	Last Date Revised: 09/02/2011
Last Date Reviewed: 04/01/2021	Next Review Date: 04/01/2022

### **PURPOSE**

The purpose of this bureau order is to provide policy and procedures for the use and control of bureau gasoline credit cards (Voyager/Cal-Card).

### **GASOLINE CREDIT CARDS**

Voyager gasoline cards will be issued to Narcotics Bureau personnel at the discretion of the Bureau Commander. Voyager gasoline cards may be utilized to purchase gasoline for county vehicles when it is not feasible to obtain gasoline from a county facility. The Voyager gasoline cards will be used primarily by personnel assigned to surveillance teams. Use of the Voyager cards to purchase gasoline must be kept to a minimum because the charge cost to the Department is much greater than for fuel obtained from department facilities. Only gasoline will be purchased using the Voyager card. The Voyager card shall NOT be used to pay for anything other than fuel purchases, (e.g. vehicle repairs, maintenance, car washes, oil changes, or food/beverage purchases).

Whenever a Voyager card is utilized to purchase fuel, a receipt must be obtained. That receipt must display the county vehicle number and vehicle license number. The employee signature on the receipt must be legible. A monthly Voyager Card Use Report (Attachment "A") must be completed and submitted by each card holder to his/her immediate supervisor, whether or not a purchase was made.

Receipts for fuel purchase made during the reporting month must be attached to this report. The card user's supervisor shall review the report and sign it, attesting that the expenditures were proper county charges.

***NOTE: Supervisors are responsible for ensuring the accuracy and need for the purchases with particular attention given to charges incurred on weekends and holidays and to circumstances amounting to excessive use. Any questionable card use shall be brought to the attention of the Zone Lieutenant.***

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The completed Voyager Card Use Reports shall be submitted to the Operations Sergeant by the 5<sup>th</sup> of each calendar month and forwarded to the Bureau's Law Enforcement Technician. The LET will collect and maintain individual receipts for fuel purchases and the fuel purchase reports submitted by card users for reconciliation with monthly Voyager invoices.

Once the Voyager card bill is received, the LET shall review the previous month's documentation of reported use to ensure that each expenditure is accounted for. If the expenditure has not been documented, the Operations Sergeant will bring the discrepancy to the attention of the Operations Lieutenant. The appropriate Zone Lieutenant will be contacted to resolve the discrepancies and request proper documentation of card use.

The LET or Operations Sergeant will forward monthly Voyager invoices to the unit commander for signature and authorization to make payment.

### **CHARGE CARD (CAL-Card)**

When authorized, CAL-Cards will be issued to K-9 handlers for maintenance, care, feeding and equipment for their assigned Department owned animal.

The primary purpose of the CAL-Cards is to provide a more efficient, cost-effective method of purchasing and paying for small dollar transactions. The use of the card shall not circumvent any existing policy, statute or law, nor is it to be used to circumvent any County or Departmental procurement procedure or policy. All CAL-Card purchases shall be pre-approved by the K-9 supervisor or Operations Lieutenant.

When utilizing the CAL-Card, K-9 handlers 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 K-9 supervisor as proper county expenses prior to forwarding them to the Operations Lieutenant.

## **BILLING**

The billing of the CAL-Card charge cards shall be under the name of the cardholder and addressed to the Narcotics Bureau Headquarters. When the cardholder receives the monthly Statement of Accounts (SOA), the cardholder will have seven (7) calendar days to complete the Monthly Transaction Log. The Monthly Transaction Log, Statement of Accounts and all applicable purchase receipts shall be turned into the K-9 supervisor. The cardholder shall also retain copies of the Monthly SOA sale receipts and transaction logs for a minimum of five (5) years. If the cardholder will be absent during the monthly billing period,

he/she shall make arrangements to have the necessary paperwork submitted to the K-9 supervisor in a timely manner.

CAL-card abuses may result in the cancellation of all CAL-card privileges.

It is the cardholder's responsibility to know the specific transaction limits that have been established for CAL-card purchases. If the CAL-card is lost or stolen, the cardholder shall immediately report the lost or stolen CAL-card to U.S. Bank Customer Services at 1-800-227-6736. Additionally, the cardholder shall also notify the K-9 supervisor and adhere to the Manual of Policy and Procedures, Section 4-19/055.00, Lost Credit Cards, Form SH-R-49.

## **AUDITING PROCEDURE**

Any misuse of the Voyager or CAL-Cards shall be brought to the attention of the unit commander without unnecessary delay. The concerned Zone Lieutenant shall be assigned to review and audit receipts, reports and invoices to resolve any discrepancies and report his/her findings to the unit commander for disposition.

**ORIGINAL SIGNED**

LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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**Attachment A**

<b>MONTHLY CREDIT CARD USE SUMMARY</b>
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<b>DEPUTY:</b>	<b>EMP</b>
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<b>STATION: Narcotics Bureau</b>	<b>MONTH:</b>	<b>YEAR:</b>
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<b>CREDIT CARD Voyager #</b>	<b>MOTORCYCLE NUMBER:</b>
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<b>DAY</b>	<b>GALLONS</b>	<b>COST</b>	<b>MILEAGE</b>	<b>DAY</b>	<b>GALLONS</b>	<b>COST</b>	<b>MILEAGE</b>


**SUBMIT WITH ORIGINAL RECEIPTS TO OPERATIONS SERGEANT OR THEIR DESIGNEE ON THE FIFTH OF THE FOLLOWING MONTH**

**ORIGINAL RECEIPTS ARE FORWARDED TO DIVISION BUDGET REPRESENTATIVE**

**RETAIN THIS FORM IN STATION FILES FOR TWO YEARS**

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