003 - BUREAU GASOLINE CREDIT CARDS

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

SPECIAL VICTIMS BUREAU

Bureau Order No:	**0003**
Subject:	**BUREAU GASOLINE CREDIT CARDS**

Effective Date	Jan. 2023	**Last Date Reviewed**	Jan. 2023	**Last Date Revised**	Jan. 2023

PURPOSE:

To provide guidelines for utilizing the County gasoline credit cards assigned to specific personnel. The following policy shall be followed by all Bureau personnel.

POLICY:

A few personnel have been assigned County gasoline credit cards specifically to them. All other personnel desiring to use a County gasoline credit card must go to Sheriff's Headquarters, Fiscal Services Bureau (FSB), when traveling out of the County on business. This card will be checked out to employees by FSB and card and support documentation required by FSB must be returned to them upon their return.

The procedure for utilization of the card is outlined below:

- Obtain authorization for the out-of-county trip from your team sergeant and field lieutenant.
- Make arrangements with FSB to pick up a "loaner" gas card and obtain any support document they require for you to fill out.
- When utilizing the card, employees shall record the County vehicle number and mileage on the credit card receipt and sign the receipt in a legible manner.
- The card, receipt and any support documents must be returned to FSB as soon as possible upon your return.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau