

Georgia Department of Public Safety Policy Manual

SUBJECT DEPARTMENTAL FUEL, OIL AND VEHICLE SUPPLIES	POLICY NUMBER 7.12
DISTRIBUTION ALL EMPLOYEES	REVISION DATE 8/19/2005

7.12.1 Purpose

To establish a policy for proper utilization and verification of state fuel, oil and vehicle supplies.

7.12.2 Policy

Departmental fuel, oil and vehicle supplies must be verified upon receipt by the Post Commander/Section Supervisor and utilized for official business only.

7.12.3 Procedures

A. Purchase

1. A Wright Express Fuel Card is assigned to each state vehicle and aircraft.
 - a. The fuel card shall be used to purchase fuel for vehicles and aircraft.
 - 1) Employees with fuel card ID numbers (PIN) can activate any departmental fuel card.
 - 2) The requested odometer reading must be entered correctly.
 - b. The fuel card shall be used for vehicle maintenance items under \$300.00 per transaction when feasible.
 - c. All transactions shall be recorded on the Monthly Vehicle Report (DPS-1211). The report shall be entered in the Fleet AnyWhere System each month.
 - d. For audit purposes, vehicle reports and receipts shall be maintained in the post for three years.
2. Facilities with underground gasoline tanks shall purchase gasoline from a statewide contract vendor.
3. All facilities shall purchase oil and vehicle supplies from a statewide contract vendor.

B. Utilization

1. Departmental fuel, oil and vehicle supplies are not to be used in personal vehicles.

2. Other Georgia state agencies may use the Department of Public Safety's fuel and oil provided sufficient availability and verification of receipt is maintained on the "Record of Gasoline Issued Log – DPS 1115".
 3. The use of fuel, oil and tires shall be recorded on the "Consumption Report – Gasoline, Oil and Tires - DPS 543" This report will be done on a monthly basis for post inspection purposes and will be maintained in the post files. An annual report shall be forwarded to Fiscal by July 10th of each year.
- C. Verification of Receipt
1. When a bulk shipment of fuel, oil or supplies is received, the shipment shall be verified by the Post NCO/Section Supervisor and receipt signed.
 2. When an individual receives fuel, oil or supplies for a vehicle, proper notification and verification shall be made on appropriate logs.
- D. At all times, members of this Department shall see that maximum care and conservation of Department fuel, oil and supplies is maintained.
- E. Post Commanders/ Section Supervisors shall be responsible for reviewing the above reports on a monthly basis to ensure compliance with this policy.