



## Fuel Card Policy

The City purchases fuel through the competitive bid process and therefore can provide much lower rates than local gas stations – up to \$0.40/gallon. Due to this cost savings, all City-owned vehicles and equipment used within the city limits are required to obtain fuel from the Fleet Services Fuel Stations. Fuel cards cannot be used for in-town purchases unless authorized by CMO.

Out of town trips that require the use of a fleet vehicle or rental require the use of a City-issued fuel card as fuel cannot be purchased on P-card (due to limitations placed by the State of Texas Citibank contract). The City currently issues both Exxon and Shell cards for maximum coverage at stations while out of town. When personal vehicles are used, the City will reimburse for mileage so a fuel card is unnecessary. Non-City vehicles are ineligible to use City fuel.

### Program Guidelines:

- Fuel cards should be picked up in the Purchasing Division no more than three business days prior to travel
- Fuel cards must be picked up by the traveling employee, unless a signed written statement of release is sent by the traveler authorizing the employee picking up the card
- Fuel cards and receipts must be returned to the Purchasing Division within one business day of returning from travel
- City vehicles should have a full tank prior to leaving town and employees should buy the least amount of fuel necessary to return in an attempt to minimize out of town fuel expenses
- All City vehicles should be filled with Regular Unleaded Fuel only – lowest octane available
- Employees should obtain gas from the Fleet Services Fuel Station closest in proximity to save time and fuel

### Exceptions:

- Any groups seeking an exception to this policy, including those previously approved, should send a memo for signature to the City Manager's Office

### Repercussions:

- Failure to return receipts within three business days may result in late fees billed back to the division
- Abuse of this policy will result in disciplinary action from the City Manager's Office - up to and including termination

# Memo

**To:** Daniel Valenzuela, City Manager  
**From:** Julia Antilley, Purchasing Manager  
**CC:** Michael Dane, Assistant City Manager and Tina Dierschke, Finance Director *TWD*  
**Date:** September 22, 2017  
**Re:** Fuel Card Policy

---

The Fuel Card Policy has been established to govern fuel purchases for City vehicles and equipment. Fleet Services Fuel Stations offer Regular Unleaded gas at prices up to 40 cents cheaper than local stations on a regular basis – currently closer to 60 cents. Therefore, this policy outlines fuel cards cannot be used in town.

Several divisions have stated they are exempt from fueling at the fleet locations. This policy requires anyone seeking a variance to get written authorization from City Manager's Office.

  
\_\_\_\_\_  
Daniel Valenzuela, City Manager

*09-27-17*  
\_\_\_\_\_  
Date