

SOCORRO COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION № 2009-48  
ESTABLISHING A FUEL CARD PROGRAM POLICY

**WHEREAS**, the Board of County Commissioners met in a regularly scheduled meeting on Tuesday, June 23, 2009 at 6:00 p.m. in the Socorro County Annex Building 198 Neel Ave., Socorro, New Mexico 87801; and,

**WHEREAS**, NMSA 1978, Section 4-38-13 (1953) provides that board of county commissioners shall have power at any session to make such orders concerning the property belonging to the county as they may deem expedient; and,

**WHEREAS**, proper fuel card use by Socorro County Employees conducting County business with County-owned vehicles is essential for the efficient operation of county government, for the protection of county property and for maintaining a safe & healthy work environment.

**NOW THEREFORE, BE IT RESOLVED**, by the Socorro County Board of County Commissioners that the following Policy for a Fuel Card Program is hereby enacted:

**Section 1: Purpose**

**1.1** Socorro County offers a Fuel Card Program to establish a more efficient, cost-effective method for obtaining vehicle fuel for County-owned vehicles used for official business.

**Section 2: Proper Use**

**2.2** The Fuel Card is to be used exclusively for County-owned vehicles. The card cannot be used for personal use. Failure to comply by this directive may result in disciplinary action as well as possible termination of employment.

**Section 3: Card Assignment.**

**3.3** All cards will be assigned to a responsible party following completion of the Fuel Card Application. Any individual receiving a card must complete the Fuel Card Agreement, attached to this policy as Appendix "A".

**3.4** It is that individual's responsibility to keep a detailed log of which vehicles are fueled by that card. It is preferred that a card be used mainly with one particular vehicles, though that is not possible in most cases.

**Section 4: PIN Number Assignments**

4.1 Each vehicle operator utilizing a fuel card may have an individual PIN number issued to him or her. No PIN number shall be issued to a card that will allow multiple individuals to utilize the same card with the same PIN (i.e. a department-wide card).

**Section 5: Oversight**

5.1 The responsibility for oversight of department fuel card accounts is with the department manager, elected official or his/her designee. All departments that utilize a fuel card are responsible to reconcile their fuel receipts with their monthly fuel bill, retain receipts for audit purposes and record all transactions on a vehicle monthly fuel log sheet.

5.2 Each time an employee uses his/her Socorro County issued fuel card the usage information shall be logged on the form attached to this policy as Appendix "B". At the beginning of each month it is the employee's responsibility to submit this form accompanied by all corresponding receipts to the employee's department head.

5.3 If a fuel receipt is not available at the pump, the vehicle operator is required to acquire one from the fueling facility cashier. All departments are required to retain all fuel receipts within their departments for audit purposes to be made available to the Finance Director upon request.

**Section 6: Remote Areas**

6.1 Staff working in remote locations may not have the option of using the Fuel Card because other oil companies may not accept the card. Consideration will be given to separate arrangements being made (via accounts payable) in these instances.

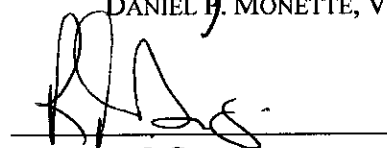
**APPROVED, ADOPTED, AND PASSED** on this 23<sup>rd</sup> day of June, 2009.

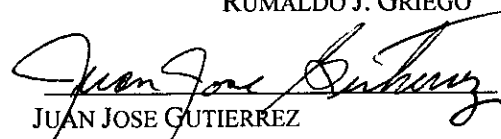
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