

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 20.28 <b>PAGES:</b> 1 of 1
	<b>RELATED ORDERS:</b> <b>General Order:</b> 2.05
	<b>ISSUED DATE:</b> June 30, 1995
	<b>REVIEW DATE:</b> October 20, 2015
<b>REVISION DATE:</b> August 18, 2010	
<b>CHAPTER:</b> Transportation	<b>SUBJECT:</b> Fuel Credit Cards

- I. **PURPOSE:** To establish authorization and procedures for the use of Agency fuel credit cards.
- II. **POLICY:** County of Alameda Fleet Cards are assigned to each county vehicle. These cards may be used as a credit card, with an authorized code assigned to Transportation, to conduct authorized Agency business. No other credit cards are authorized for use by Transportation staff.
- III. **PROCEDURE:**
  - A. **DISTRIBUTION:**

The General Services Agency (GSA) issues County of Alameda Fleet Cards to all Transportation vehicles.
  - B. **USE:**
    1. The Projects Lieutenant and Transportation Unit Sergeant shall direct the use of all credit purchases by assigned personnel, for both routine and emergency needs.
    2. County-issued credit purchases shall be utilized for Agency business only. Lost or stolen County of Alameda Fleet Cards shall be immediately reported to a Transportation supervisor.
    3. The Transportation Sergeant records authorization codes assigned to Transportation and provides code numbers to Transportation deputies as needed.
    4. Transportation deputies on local runs shall use local GSA fueling facilities. Deputies on state runs, warrant runs, or extraditions, with the proper authorization code, use County of Alameda Fleet Cards to purchase fuel at Chevron, Shell, Exxon, and Valero gas stations. Either purchasing procedure creates a record maintained by GSA.
    5. The GSA Motor Vehicle Manager, 510-272-6401, assigns new or additional authorization codes to Transportation, as needed.