



Title	Document Code No.
Use of Commercial Fuel Credit Cards	FES 12-2 (AP)
Department/Issuing Agency	Effective Date
Department of Public Works - Fleet Administration	10/11/89
Approved	

*Jim Hill*

9/27/89

- 1.0 SUBJECT TITLE: Use of Commercial Fuel Credit Cards
  - 1.1 EFFECTIVE DATE: 10/11/89
  - 1.2 TYPE OF ACTION: New
  - 1.3 KEY WORDS: (1) County Fueling Stations; (2) Self-Service Islands;  
(3) Assigned Cars; (4) Fuel Credit Cards
- 2.0 PURPOSE: To establish procedures for requesting issuance, use, and maintenance of Commercial Fuel Credit Cards.
- 3.0 ORGANIZATIONS AFFECTED: All King County Departments, Offices, and Agencies.
- 4.0 REFERENCE:
  - 4.1 King County Motor Pool-Operating Procedures Manual FES 12-1 (AP) dated December 22, 1988.
- 5.0 DEFINITIONS:
  - 5.1 Commercial Fuel Credit Card means those credit cards issued by oil companies for the purchase of fuel, parts, and/or services from retail outlets (service stations).
- 6.0 POLICIES:
  - 6.1 Commercial Fuel Credit Cards will be used only when a County fueling site is not available.
  - 6.2 Commercial Fuel Credit Cards will be used only at Self-Service Islands and for the purchase of regular unleaded gasoline.
  - 6.3 Commercial Fuel Credit Cards will be used only for the vehicle(s) to which the card is assigned.
  - 6.4 Commercial Fuel Credit Cards may be used for miscellaneous, vehicle emergency service not to exceed \$25.00 including tax unless advance approval for such services is given by the King County Motor Pool Supervisor.

7.0 PROCEDURES:ResponsibilityAction

Requestor

Submit request for Commercial Fuel Credit Cards to Fleet Administration with justification for such request and a listing of the County vehicle(s) to which the card(s) will be assigned.

Fleet Administration

Log credit cards to be issued in appropriate Fuel Card Register before issuing card(s) to requestor.

Requestor

Notify Fleet Administration of any lost, stolen, or damaged fuel credit card.

Fleet Administration

Notify appropriate oil company of any lost stolen, or damaged fuel credit card.

8.0 RESPONSIBILITIES:

8.1 The Department of Public Works, Fleet Administration is responsible for the issuance and record keeping of all Commercial Fuel Credit Cards.

8.2 All Department Directors, Division Managers, and Agency Heads are responsible for maintaining accountability, use, and security of Commercial Fuel Credit Cards received from Fleet Administration.

Fuelcard/  
policies

KING COUNTY MOTOR POOL  
OPERATING PROCEDURES MANUAL

Effective Date 12/22/1988

- 10.5 Motor Pool Repair Request
- 10.6 King County Work Authorization Agreement
- 10.7 King County Daily Gas and Oil Report
- 10.8 King County Daily Diesel and Oil Report
- 10.9 King County Auto Accident Report
- 10.10 State of Washington Motor Vehicle Collision Report.

MPOPERAT



**King County**  
**Records and Elections Division**  
Records Management Section

Department of  
Executive Administration

553 King County Administration Bldg.  
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Seattle, WA 98104

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September 29, 1989

TO: POLICY/PROCEDURE MANUAL STATIONS

FM: Records Management Section,  
Records and Elections Division,  
Department of Executive Administration

RE: Administrative Policy and Procedure FES 12-2 (AP) Distribution

This memo transmits Administrative Policy and Procedure FES 12-2 (AP)  
"Use of Commercial Fuel Credit Cards."

Please file the policy in the AP Manual according to the Document Code  
Number.

If you have questions, please call Records Management at 6-1572.

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