

DEPARTMENT CREDIT CARD

ISSUED TO: _____

ISSUE DATE: _____ RETURN DATE: _____

CARD TYPE: _____

CARD NUMBER: _____

AUTHORIZED EXPENDITURES:

THIS CARD MAY BE USED FOR: (items initialed by issuer)

_____ The maintenance and repair of covert vehicles (**Repairs over \$100.00 must be approved by the department's Fleet Coordinator.**)

_____ The purchase of gasoline for covert vehicles limited to:
87 octane for four and six cylinder powered vehicles;
87 or 89 octane for eight cylinder powered vehicles;
Exceptions to the above must be supported by vehicle manufacture documentation that requires the use of higher octane gasoline and must be approved by the department's Fleet Coordinator.

_____ Emergency repairs to county vehicles while out of county (**Repairs over \$_____ must be approved by the department's Fleet Coordinator, if practical.**)

_____ The purchase of gasoline as needed while out of county, limited to:
87 octane for four and six cylinder powered vehicles;
87 or 89 octane for eight cylinder powered vehicles;
Exceptions to the above must be supported by vehicle manufacture documentation that requires the use of higher octane gasoline and must be approved by the department's Fleet Coordinator.

_____ Other expenses approved by the commander of Administrative Services Division, or designee:

Note: Unauthorized charges may require reimbursement by the card holder.

Card Received by: _____ Issued by: _____

PD: 619.2
Effective Date: 12-15-96
Index Code: 619.2
CALEA: 17.3.1, 17.3.4
Proponent Unit: Administrative Services Division