

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 5.04
		Issue Date: March 21, 2005
		Revision Date:
CHAPTER: Fiscal Management and Agency-owned Property		Related Policy:
SUBJECT: Gasoline Credit Cards		Related Laws:

POLICY: Purchasing shall only be done by authorized personnel and according to Sheriff's Office procedures.

Employees shall make prudent use of Sheriff's Office resources for the successful completion of their assigned tasks and shall not request unnecessary expenditures.

RULE: None

PROCEDURE:

I. Gasoline Credit Cards

- A. Sheriff's Office gasoline credit cards will be issued to an employee only upon the Fiscal Section's receipt of a memorandum of authorization. The memorandum must be signed by the Division Captain or the Sheriff.

Prior to the expiration date of the credit cards, the Fiscal Section will notify the Sheriff and Division Captains by memorandum, of the employees with credit cards that will expire. A memorandum of authorization and the expired credit card must be returned to the Fiscal Section before a new credit card will be issued.

- B. Sheriff's Office gasoline credit cards shall be used only by the employee to whom they are issued and in accordance with the instructions given upon issuance. Sheriff's Office credit cards shall be used only for Sheriff's Office Vehicles or while conducting Sheriff's Office business. Exceptions to this restriction must be approved by a supervisor.

- C. When circumstances do not allow an employee to obtain approval for use of a Sheriff's Office credit card, and if there is an immediate emergency which requires such use, an employee may make those purchases necessary until the emergency has passed or an immediate supervisor can be contacted. Such emergency purchases shall be reported by memorandum, outlining the necessity for the purchase.