



# CIRCULAR

## STATE OF NEW JERSEY

### DEPARTMENT OF THE TREASURY

NO.: 10-06-ADM	ORIGINATING AGENCY: DIVISION OF ADMINISTRATION	PAGE 1 OF 2
EFFECTIVE DATE: 07-23-09	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 95-14-GSA
SUBJECT: MOTOR VEHICLE CREDIT CARD ASSIGNMENT AND USE POLICY		
ATTENTION: ALL DEPARTMENTS AND AGENCIES		
FOR INFORMATION CONTACT: ADMINISTRATION - ROBERT FARBER		PHONE: (609) 633-9084

#### I. PURPOSE

The State's retail contract motor fuels supplier provides credit cards as a supplemental means while traveling out-of-state or with appropriate justification, for obtaining fuel, oil, and to affect certain minor repairs in areas of the State remote from State operated fueling or repair facilities. (A complete directory of the State operated fueling and repair facilities are available on-line at the Transportation Services website and should be found in the glove compartment of each vehicle.)

#### II. ELIGIBILITY/APPLICATION

Retail motor fuels credit cards may be assigned to State vehicles, upon written application, when the following criteria are satisfied:

- Consistent, unscheduled after hours or weekend use in areas remote from the State's 24 hour facilities;
- Investigatory assignments that may be jeopardized by the use of the State operated facilities;
- Other legitimate, convincing demonstrations of need.

Application for issuance of retail motor fuels credit cards must be made on a Request for Credit Card Assignment form ADMV-106. Applications are considered on a vehicle by vehicle basis.

- Applications must include specific vehicle justification;
- Signature of the Agency or Department Head, or Designee;
- Applications must be submitted to the Supervisor, Vehicle Administration, Department of the Treasury, Division of Administration, PO Box 211, 50 West State Street, 8<sup>th</sup> Floor, Trenton, New Jersey 08625-0211.

### III. LIMITATIONS

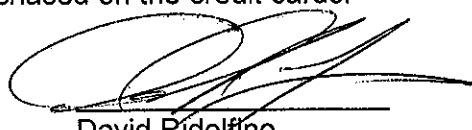
- The purchase of "high-octane" or other premium priced motor fuel is strictly prohibited, unless required by the Original Equipment Manufacturer (OEM) and approved by Fleet Management on the ADMV-106 at the time of application.
- Out-of-state use of a credit card is authorized on a trip by trip basis by the Director of Administration. Application for the temporary assignment of an out-of-state card, or authorization for the use of an existing card is made on form ADMV-106. (Out-of-state travel is considered to be 25 miles or more beyond the State border).
- Credit cards are to be used only when State operated fueling or repair facilities are not available, or in an actual emergency situation. Emergency situations must be reported after each occurrence.
- Credit card usage is to be limited to the purchase of motor fuels and oil (or other essential fluids) and minor emergency repairs costing up to one hundred dollars (\$100). Repairs exceeding \$100 must have prior authorization from the Assistant Supervisor, Central Motor Pool Operations; (609) 984-4324.
- Credit cards may be used only at retail service facilities as named on the card. Credit cards should not be used at stations other than the named, issuing supplier, regardless of the willingness of other vendors to accept the card. Any other charges incurred are the direct responsibility of the driver or the Agency.

### IV. ACCOUNTABILITY

- Retail motor fuels credit cards are vehicle specific; they are not transferable.
- Credit cards issued to vehicles no longer in service must be returned to the Bureau of Transportation Services, Fleet Management, 605 South Broad Street, PO Box 233, Trenton, New Jersey 08625-0233.
- Sales receipts must contain the following information:
  - Price per gallon
  - Number of gallons sold
  - Quarts and price of oil
  - Signature of the driver
  - License plate number of the vehicle (Embossed plate number from the card does not suffice).
  - Lost or stolen credit cards
    - A. Must be reported immediately to Transportation Services (609) 984-5272.
    - B. Credit cards will only be replaced once per vehicle, per contract.
- Negligent use of credit cards (including charges from lost or stolen credit cards, or the purchase of premium fuel) will result in direct charge backs to the Agency, and possible forfeiture of the credit card.
- Abuse of credit cards will result in immediate forfeiture of the card, automatic denial of future Agency request for credit cards, and will be cause for disciplinary action.

### V. BILLING

It is the policy of the Bureau of Transportation Services, Fleet Management to bill all Agencies the difference between the bulk rate costs for motor fuel (as if purchased at a State operated facility) and the adjusted cost of retail motor fuel purchased on the credit cards.



David Ridolfino  
Director