



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 11240.2N

SUPPO

6 Apr 12

NAVCRUITDIST PORTLAND INSTRUCTION 11240.2N

Subj: REGULATIONS CONCERNING GENERAL SERVICES ADMINISTRATION
(GSA) FLEET SERVICES CARDS

Ref: (a) CNRCINST 4400.1D

1. Purpose. The purpose of this instruction is to promulgate detailed instructions per reference (a) regarding the use of the General Services Administration (GSA) Fleet Services Cards, herein after referred to as credit card, by the personnel assigned to Navy Recruiting District (NRD) Portland.

2. Cancellation. NAVCRUITDIST Portland Instruction 11240.2M.

3. Information. NRD Portland uses government vehicles that are leased from GSA. A credit card is specifically assigned to each vehicle. This credit card shall be used for the vehicle identified on the card (the plate or tag number of the vehicle is embossed on the card).

4. Credit Card Use. The credit card shall be used to purchase fuel, oil, fluids, antifreeze, replacement wiper blades, replacement bulbs and lubricating oil, oil filter elements, air filter elements, tire repairs, and lubricating services, carwash, etc. This list is not inclusive. Call GSA at 1-866-400-0411 or the district vehicle coordinator for further guidance.

a. The credit card shall be used within the limits described herein and in accordance with the terms set forth on the back of the cards as well as any terms established by the local Fleet Management Center.

b. Authorized government vehicle operators have credit card spending authority not to exceed \$100 per transaction at commercial shops or vendors that are willing to accept the credit card. Prior authorization must be obtained from GSA Maintenance Control Center for any purchases or maintenance or repair expense over \$100, and for purchases of tires and

batteries, and windshield replacement regardless of cost. GSA will usually issue a purchase order or job order number for the repair or maintenance cost beyond the operator's dollar threshold or authorization.

c. Refer to the GSA Fleet Services Card user Guide pamphlet that can be found in the vehicle information packet that came with the vehicle for a list of major fuel merchants that accepts the credit card.

d. Fuel purchases must be from a self service pump (except for the state of Oregon where full service is a law) and for regular, as distinguished from higher grade such as "plus" or "premium", unleaded gasoline except when the vehicle requires diesel or alternative fuel (E85). On all purchases, the vehicle operator shall ensure that the following appear on the purchase receipts: date of purchase, odometer reading, quantity, unit price, and total cost.

e. All purchases must be recorded in Section B of the vehicle log as soon as the purchase is made and all receipts are kept and submitted with the monthly vehicle report to the District Vehicle Coordinator.

f. The credit card shall not be used to purchase food, beverages or other items for personal use. Fraudulent use of the credit card is subject to criminal prosecution under 18 U. S. Code 631.

5. Security of the Credit Card. Safeguarding the vehicle's credit card is the responsibility of all authorized government vehicle operators. However, the supervisor, department head or the Leading Petty Officer (LPO) of each station has the ultimate responsibility for safeguarding and maintaining proper security of the credit cards at their respective department or station.

a. Appropriate security measures shall be taken to ensure that the credit card does not fall into the possession of unauthorized persons.

b. The department head or LPO shall maintain an inventory/sighting of all credit cards on a monthly basis.

c. The credit cards shall be accounted for at all times and shall never be left in an unattended vehicle.

d. Upon completion of a trip and at the end of each working day, credit cards will be placed in a **secured location**.

6. Broken, Lost or Stolen Credit Card.

a. In the event the credit card is lost or stolen, the department head, supervisor or LPO, as appropriate, shall immediately report it in writing or email to the vehicle coordinator in the Supply Department. The letter or email shall provide explanations and the circumstances surrounding the loss, the last known purchaser, name of business, and total amount of purchase. The vehicle coordinator will submit a request for a replacement credit card to GSA.

b. When U.S. Government Fleet Services Card is broken, cracked or debossed, report it verbally to the Vehicle Coordinator. The old card must be surrendered to obtain a replacement card.

c. Do not use an old credit card that has already been replaced. If a stolen or missing card is later recovered, it must be destroyed.

7. Action. All personnel assigned to NRD Portland are directed to comply with all provisions of this instruction.



R. M. CANDILORO

Distribution:
NAVCRUITDISTPORTLANDINST 5216.1U
Lists A, B, C, and D