



## SALT LAKE COUNTY Fueling Policy Acknowledgment Form

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### 24.0 FUELING OF VEHICLES

24.1 All fuel purchases must be purchased at a county fueling site or using a Fleet Management issued fuel card. P-Cards are not to be used to purchase fuel. See Countywide Policy 7035: Purchasing Cards Authorization and Use.

24.2 Agencies are responsible to review monthly fuel charges.

24.3 Employee must obtain authorization to purchase fuel.

24.3.1 Fuel authorization form must be completed and signed by employee's Supervisor, Fiscal Manager, and Division Director or designee.

24.3.2 Upon termination of employment, change in employment status of an employee authorized to purchase fuel, Fleet Management must be notified immediately.

24.4 Agencies will review and approve annually all employees authorized to purchase fuel.

#### 24.5 Fleet Fuel Cards

24.5.1 Personal purchases are prohibited on fuel card.

24.5.2 Fuel card to be used only to purchase fuel, DEF, and oil changes.

24.5.3 Car wash may be purchased with fuel card or P-Card.

24.5.4 Correct odometer reading must be entered at pump when making a purchase.

24.5.5 EIN of employee purchasing fuel must be entered at pump.

24.5.6 Fuel card to be used on assigned vehicle only.

24.5.7 If fuel card is lost or stolen, notify Fleet Management immediately.

24.5.8 The fleet fuel card shall be safeguarded and kept in a secured location.

#### 24.6 Proper use of County fueling stations

24.6.1 Accurate odometer reading must be entered at kiosk.

24.6.2 EIN of employee purchasing fuel must be entered at kiosk.

24.6.3 Fuel must be used in vehicle/equipment of unit number that is entered at kiosk.

I acknowledge that I have seen and read the county policy "fueling of vehicles" 1350.24.  
I agree to abide by the terms of this policy

Employee Name (Print):

Employee Signature:

Date:

Email completed form to [slcofleet@saltlakecounty.gov](mailto:slcofleet@saltlakecounty.gov)