



Natural Resources Conservation Service
6200 Jefferson NE, Room 305
Albuquerque, NM 87109
Phone: (505) 761-4400 Fax: (505) 761-4463
Website: www.nm.nrcs.usda.gov

May 24, 2011

NEW MEXICO BULLETIN NO. 120-11-6

SUBJECT: ADS – FLEET CARD TRANSACTION REVIEW AND RECORD KEEPING

TO: All Employees

Purpose. To provide guidance regarding fleet card purchases and management of fuel and maintenance receipts.

Expiration Date. September 30, 2012

Per USDA Departmental Regulation (DR) 5400-006, Use of the Fleet Charge Card and Alternative Payment Methods, and NRCS National Instruction 120-330, Collection and Recordkeeping of Receipts for Fleet Card Purchases, all vehicle operators must retain fleet card receipts for a period of one (1) year from date of transaction and all drivers must complete and maintain a vehicle usage log. In the event that a receipt is not available when the transaction occurs, (i.e. the gas pump does not print a receipt and an attendant is not available), the driver must complete a fleet card transaction record form (attached). Please maintain a supply of these “receipts” in the vehicle for ease in completing when necessary.

The Local Fleet Program Coordinator (LFPC) is required to review, on a monthly basis, a predetermined percentage of fleet card transactions to ensure federal and programmatic compliance. The LFPC will contact the appropriate NRCS office or driver and request a copy of the receipt for each transaction identified, as well as a copy of the vehicle log to cross-reference the transaction. The LFPC will follow up with the appropriate employee or supervisor, as needed, for clarification or any other required action regarding the transaction.

If you have any questions, please contact Rosabeth R. Garcia-Sais, State Administrative Officer, at (505) 761-4411 or Jean Cole, LFPC, at (505) 761-4484.

A handwritten signature in cursive script, appearing to read "Dennis L. Alexander".

DENNIS L. ALEXANDER
State Conservationist

Attachment



Fleet Card Transaction Record <small>(Use when a Receipt is Not Available)</small>	
Date of Purchase:	_____
Vehicle Tag No.:	_____
Odometer:	_____
Fleet Card Acct No.:	_____
Merchant Name:	_____
Merchant City/State:	_____
Item(s) Purchased:	_____
<input type="checkbox"/> Car Wash	_____
<input type="checkbox"/> Repairs:	_____
<input type="checkbox"/> Supplies:	_____
<input type="checkbox"/> Fuel: No. of Gallons _____ \$/gallon: _____	_____
<input type="checkbox"/> Other:	_____
Total Cost of Purchase: \$	_____
Reason for Missing Receipt:	_____

Driver's Name:	_____
Driver's Signature:	_____

Fleet Card Transaction Record <small>(Use when a Receipt is Not Available)</small>	
Date of Purchase:	_____
Vehicle Tag No.:	_____
Odometer:	_____
Fleet Card Acct No.:	_____
Merchant Name:	_____
Merchant City/State:	_____
Item(s) Purchased:	_____
<input type="checkbox"/> Car Wash	_____
<input type="checkbox"/> Repairs:	_____
<input type="checkbox"/> Supplies:	_____
<input type="checkbox"/> Fuel: No. of Gallons _____ \$/gallon: _____	_____
<input type="checkbox"/> Other:	_____
Total Cost of Purchase: \$	_____
Reason for Missing Receipt:	_____

Driver's Name:	_____
Driver's Signature:	_____

Fleet Card Transaction Record <small>(Use when a Receipt is Not Available)</small>	
Date of Purchase:	_____
Vehicle Tag No.:	_____
Odometer:	_____
Fleet Card Acct No.:	_____
Merchant Name:	_____
Merchant City/State:	_____
Item(s) Purchased:	_____
<input type="checkbox"/> Car Wash	_____
<input type="checkbox"/> Repairs:	_____
<input type="checkbox"/> Supplies:	_____
<input type="checkbox"/> Fuel: No. of Gallons _____ \$/gallon: _____	_____
<input type="checkbox"/> Other:	_____
Total Cost of Purchase: \$	_____
Reason for Missing Receipt:	_____

Driver's Name:	_____
Driver's Signature:	_____