



Natural Resources Conservation Service
6200 Jefferson NE, Room 305
Albuquerque, New Mexico 87109
Phone: (505) 761-4400 Fax: (505) 761-4462
Web site: www.nm.nrcs.usda.gov

December 29, 2011

NEW MEXICO BULLETIN NO. 120-12-02

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, 2013

In accordance with Department Regulation 5400-006 and General Manual 120-406, monthly reviews of fleet card transactions are conducted and the results forwarded to the National office. As a result of your efforts, the agency has successfully improved its performance in fleet card management. However, the requirement to perform monthly fleet card audits remains in effect.

In an effort to address documentation issues, the vehicle usage log has been updated. Starting January 1, 2012, please utilize this version (do not alter the format). This document becomes part of the official audit record, it is imperative to accurately complete all sections by inserting:

- the license plate number and location of the vehicle in the upper right hand corner of the template;
- the date out and date in as the vehicles are used (please insert actual dates – no hyphens, quotation marks, arrows, etc);
- the driver's name (no initials);
- the destination (i.e., Santa Fe, State Office, Sierra County, etc);
- the beginning and ending odometer readings for the dates entered; and
- an X or check mark in the appropriate "yes" or "no" columns for fuel or maintenance (do not leave blank).

Receipts must be retained as follows:

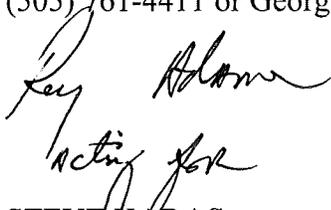
- Fuel transactions – retain for one year from the date of transaction. In the event that a receipt is not available when the transaction occurs, (i.e. the gas pump does not print a receipt and an attendant is not available), the driver must complete a fleet card transaction record form (attached). Please maintain a supply of these "receipts" in the vehicle for ease in completing when necessary.

(MORE)

- Maintenance and Repairs - retain in the individual vehicle folder for the life of the vehicle. Please be sure the license plate number is annotated on the receipt. Also, for repairs exceeding \$100 but less than \$3,000, approval by the appropriate Accountable Property Officer (APO) is required. Evidence of such approvals must be attached to the receipt. All other repairs must be approved by a warranted contracting officer.

Please note -- the number of samples requested for the monthly audit is determined by the total fleet card transactions statewide for that month. In general, a minimum of 60 transactions are reviewed each month plus any transactions that appear to be excessive or questionable based on vendor names or merchant categories, and all declined transactions. Due to these requirements, certain accounts (vehicle fleet cards) tend to be audited more often than others.

If you have any questions, please contact Rosabeth Garcia-Sais, State Administrative Officer, at (505) 761-4411 or George Miller, Property Management Technician, at (505) 761-4486.

A handwritten signature in black ink, appearing to read "Steve Kadass", written over a printed name.

STEVE KADASS
Acting State Conservationist

Attachments