



MAVERICK COUNTY, TEXAS  
Fuel Card Procedures and Internal Control

These procedures are established by the County Auditor's office as permitted by state law. The purpose of these procedures is to establish requirements for the management and use of County issued fuel cards for an efficient and cost-effective fuel and maintenance purchases policy.

This procedures apply to all Maverick County, District Attorneys, Adult and Juvenile owned vehicles including vehicles purchased with grant funds. All County departments will follow these procedures. The County will use two (2) vendors for gas cards, Valley Mart and Exxon. For Valley Mart cards, one card is assigned to each vehicle. Exxon cards are to be used by the Sheriff and District Attorney departments only.

Procedures

A. Employees, elected, and appointed officials

1. Each employee must complete the gasoline card log (see attached) before they can use a County gas card
2. Each employee must enter their identification number ( this is the number used on the time clocks) at the pump keypad as identifier as well as the current odometer
3. Each employee must sign out and return the gas card along with any receipts obtained
4. Each employee will notify their immediate supervisor of any card malfunction, and any unauthorized gas card transaction by any other employee
5. The County has prepared a Fuel Card Use Agreement, please read and sign

B. Departments

1. Each department will be responsible for all gasoline cards assigned to their department; therefore, department heads will assign a responsible person to maintain control of gas cards. Except as decided in Commissioner's Court held on 10/15/2013 Item# 30, that all gasoline cards previously assigned to Precinct 1, Precinct 2, Precinct 3, and Precinct 4, be centralized under the Road and Bridge department

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2. Each department will be responsible for the cards security
3. Each department must maintain a daily card log for the use of each card
4. Each department will be responsible for keeping gas receipts for control for each purchase
5. The County Auditor's office will periodically conduct unannounced visits to review and determine that these procedures and policies are being followed

C. Failure to adhere to Procedures

1. Restriction on the use of the gas cards will be enforced. Disciplinary action will be taken in accordance with the Maverick County Personnel Policy Manual as stated under Section 7. Any disciplinary action will be implemented by the Supervisor; copies of such action will be forwarded to County Treasurer (employee file) and the Auditor's Office.
2. Personal or inappropriate use of any gas cards is not permitted and any violations are subject to disciplinary action, including and up to termination in accordance with Maverick County Personnel Policy Manual under Section 7. Employees who fail to report lost or misplaced gas cards are also subject to disciplinary action.
3. Any applicable State laws, as determined by the County Attorney, will also be enforced.