

June 21, 2007

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 05 (2006-07)

SUBJECT: COMDATA CARD FOR THE PURCHASE OF FUEL FOR RENTAL VEHICLES

This memorandum sets for the guidelines for the use of the Comdata fuel card in the purchase of fuel for rental cars or equipment used for official State business. Agencies are required to maintain invoices/receipts for all charges and to have a system of internal controls in place to ensure that all charges are valid State expenditures.

When the Comdata card is used for the purchase of fuel for rental vehicles each state agency must be able to demonstrate through documentation that the rental vehicle was used for official state business. This documentation should include rental invoices which must include the total miles driven and properly completed travel vouchers.

State agencies may also use the Comdata card for purchases of fuel for rental equipment. In these instances, each state agency must document the justification for the rental and each vendor invoice should show the total operating hours.

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