

## **123:6-1-08 Fuel card purchases: bulk fuel purchases.**

(A) All state employees operating a state motor vehicle shall use the state fleet purchasing credit card to purchase the following items for those vehicles:

- (1) All fuel purchased from a retail vendor approved by the department of administrative services, including any department designated preferred retail vendor.
- (2) All service related items approved by the department of administrative services.
- (3) All maintenance related items approved by the department of administrative services.
- (4) All fuel purchased from a state operated fuel site that is equipped with a device that is capable of reading the state fleet purchasing credit card. The department may grant exceptions to the above requirement provided the employee demonstrates that an emergency existed making it impossible for the employee to use the state fleet purchasing credit card.

(B) Each state agency having a motor pool shall process all payments to the state fleet purchasing credit card vendor by the electronic means specified by the department of administrative services, or by any other method approved by the department of administrative services.

(C) All state employees purchasing fuel from a fueling site that is not equipped with a reader that is capable of reading the state fleet purchasing credit card shall provide the following information about that purchase for monthly entry into the department's fleet management information system, established pursuant to division (C) of section 125.832 of the Revised Code:

- (1) Date of purchase.
- (2) Location of purchase.
- (3) Type of fuel purchased.
- (4) Quantity of fuel purchased.
- (5) Mileage of the vehicle, at time of purchase.
- (6) Vehicle license plate number.
- (7) Any other information the department deems necessary.

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