POLICY STATEMENT:

It is the policy of the City of Denton to issue fuel/gate access cards only to employees requiring access to motor fuel and/or access to the Service Center Complex after normal working hours.

PROCEDURE:

I. Fuel/Gate access cards will be issued by the Purchasing Department upon receipt of a properly executed form #FGC-1 (see attached).

II. Replacement of mutilated or inoperative cards will follow the same procedure as in paragraph 1.

III. Lost cards must be reported to the Purchasing Department in writing. The replacement of lost cards requires a form #FGC-1 properly completed and signed by the supervisor, department director and City Manager. This form must be accompanied by a memo explaining how the card was lost.

IV. Upon termination of employment with the City, the fuel/gate access card must be returned to the Human Resources Department along with the employee's name and department, prior to receipt of final check.

V. Employees transferring from one department to another must return their fuel/gate access card to the Purchasing Department along with their name and old department. If the new position requires access to fuel and/or the Service Center Complex after normal working hours, a properly completed form #FGC-1 must be sent to the Purchasing Department.

VI. Fuel/Gate access cards are assigned to specific individuals in specific departments and divisions. Cards must not be loaned or transferred between individuals or departments/divisions.

VII. All employees' fuel/gate access cards must be signed for by the employee to which the card is assigned.
VIII. Vehicle fuel cards are issued by the Vehicle Maintenance Department and assigned to a specific vehicle or use only. Vehicle fuel cards must be used only to acquire fuel for the vehicle or equipment to which it is assigned.

A. New vehicles will receive a card when placed in service.

B. Replacement cards require the issuance of a complete form #VFC-1 (see attached).