

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 102.13
SUBJECT: EMPLOYEE APPOINTMENT	INITIAL EFFECTIVE DATE: 12/17/85
TITLE: EMPLOYEE FUEL/GATE ACCESS CARD	LAST REVISION DATE:

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.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

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- 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).