



RESOLUTION 2013-37

Establishing a Policy to Enforce the Use of Approved Fuel Logs for Torrance County Fleet

WHEREAS, the County of Torrance has numerous vehicles and pieces of equipment in operation, which require fuel purchases; and,

WHEREAS, the County of Torrance provides fuel cards to specific County vehicles and employees, for the purchase of fuel; and,

WHEREAS, the County of Torrance fuel cards may only be used to purchase fuel for official County purposes and operations; and,

WHEREAS, the County of Torrance expends hundreds of thousands of dollars in fuel each year, for these operations; and,

WHEREAS, the County of Torrance must be specifically account for fuel expenditures and usage; and,

WHEREAS, prior fiscal year audit findings regarding documentation of fuel usage indicate a method for accurately documenting fuel purchase and usage; and,

WHEREAS, the fuel and usage log sheet attached to this resolution meets the method of documentation indicated in prior year audit findings,


NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY that every purchase of fuel and vehicle usage by all County employees and by all County departments shall be documented on approved log sheets; and,

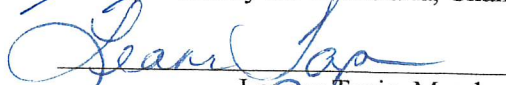
BE IT FURTHER RESOLVED that the attached log sheet, which is incorporated herein, is the approved form of log sheet for such documentation of fuel purchases and vehicle usage; and,


BE IT STILL FURTHER RESOLVED that each fuel log shall be reviewed by the Department Head, monthly.

PASSED, APPROVED AND ADOPTED this 14th day of August, 2013.

TORRANCE COUNTY COMMISSION

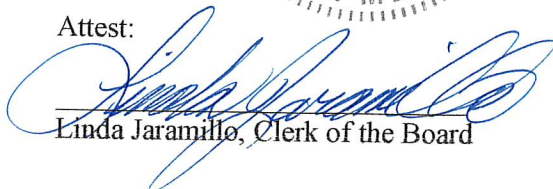

LeRoy M. Candelaria, Chair


Leann Tapia, Member


Lonnie Freyburger, Member



Attest:


Linda Jaramillo, Clerk of the Board

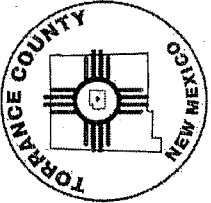
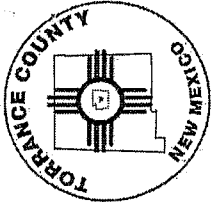
TORRANCE COUNTY

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FLEET FUEL REPORT

UNIT	DATE OF PURCHASE	FUEL GALS		FUEL AMOUNT \$	FUEL CARD	INITIALS	GAS STATION NAME/UNIT	FUEL DISTRIBUTION	MILEAGE	REVIEWED BY
		GAS	DIESEL							

H = HONSTEIN
WE = WRIGHT EXPRESS

EMPLOYEE SIGNATURE _____