

FUEL CARD ISSUANCE FORM

Approved by Commissioners' Court August 29, 2023



Date: _____

Frio County Employee: _____

The Frio County Commissioners Court has authorized the above-named employee to be the holder of the county issued fuel card and by signing this authorization said employee will be held personally responsible for the county owned and county issued Fuel Card # ____-____-____. This fuel card should only be used to conduct county business. Please be advised that there are a number of safeguards and internal controls in place to help ensure the fuel card's proper usage.

The following internal controls are agreed to and must be followed by cardholder:

- All issued fuel cards will be signed for before initial release to the cardholder.
- Only the assigned named employee on the Fuel Card Issuance Form has authorization to use the fuel card.
- Credit limit for each cardholder is a set amount. However, one-time increases can be arranged subject to budget limitations.
- No cash advances allowed.
- Fuel Card can only be used for approved county business.
- Prior to use, Cardholder must inform merchant/vendor that Frio County is a tax-exempt entity.
- Cardholder **WILL NOT** use fuel card to make personal purchases.
- Improper use of the Fuel Card can be considered misappropriation of Frio County funds, which may result in disciplinary action, up to, and including termination or criminal prosecution.
- EVERY transaction needs a SIGNED receipt turned into the auditor's office on or before the 25th day of each month.
- Request for new fuel cards need to be submitted in writing by the elected official or department head.

- If lost, stolen, or damaged the named individual must immediately notify their immediate supervisor or the auditor's office.
- If a replacement fuel card is required, the previously issued fuel card must be turned into the auditor's office before the replacement fuel card will be ordered.
- The Frio County Auditor will immediately notify the employee of a possible compromise of the employee's assigned fuel card, and provide additional instructions if a compromise has occurred.
- If an employee leaves or is terminated by Frio County, the employee will return issued fuel card and any/all receipts to their elected official, immediate supervisor, or the auditor's office.

I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than the County) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the County may deduct that amount from my next paycheck until the amount is repaid in full.

By my signature below, I hereby certify that I understand and agree to abide by the Frio County Fuel Card Issuance Form use of County-issued fuel cards.

I, _____, have read and understand the above listed internal controls, and by signing this document, I agree to abide by them.

Fuel Card Holder's Name _____
(Print Name)

Fuel Card Holder's Signature _____

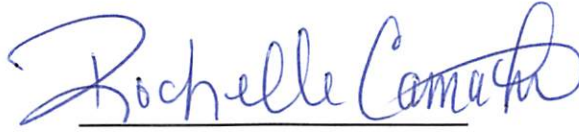
Date of Signature _____

Department Name _____

Fuel Card Issuance Number _____ - _____ - _____

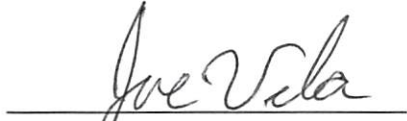
Fuel Card Issuance Date _____

The above Fuel Card Issuance Form is **APPROVED, PASSED AND ADOPTED** by the Commissioners Court of Frio County, Texas, on this 29th day of August, 2023, with the following members of the court voting: 5 AYE, 0 NAY, with 0 ABSTAINING, and 0 ABSENT.



HON. ROCHELLE CAMACHO

County Judge




HON. JOE VELA
Commissioner, Precinct No. 1



HON. MARIO MARTINEZ
Commissioner, Precinct No. 2



HON. RAUL CARRIZALES
Commissioner, Precinct No. 3



HON. DANNY CANO
Commissioner, Precinct No. 4

ATTEST:

HON. AARON IBARRA
Frio County Clerk
Ex officio Clerk of the
Frio County Commissioners Court

By: _____
(Chief) Deputy Clerk

FILED
At 8:45 o'clock A M
This 30th day of August 2023

Aaron T. Ibarra
Clerk County Court FRIO COUNTY, TX
BY: [Signature] DEPUTY