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DIRECTOR'S OFFICE
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JUN 27 1 44 PM '97

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June 26, 1997

COMPTROLLER'S MEMORANDUM NO. 1997-21

TO: HEADS OF DEPARTMENTS AND AGENCIES

FROM: Sam Callejo, Comptroller

SUBJECT: Fuel Purchases for State Vehicles
State Fleet Gasoline Credit Card System

Effective July 1, 1997 all state agencies shall purchase gasoline fuel from state or county owned fueling facilities, or shall utilize the state fleet gasoline credit card system awarded by the State Procurement Office and issued by Price List No. 97-56 for Gas Card and Fueling Services.

Each agency shall process requests for gasoline fuel cards in accordance with the procedures issued with the price list by August 1, 1997.

With the issuance of the state fleet gasoline credit cards, all previously approved credit cards for gasoline purchases are hereby rescinded. Agencies wishing to utilize credit cards for non-price list gasoline purchases shall submit requests for credit card approval in accordance with Comptroller's Memorandum No. 1997-20.

Agencies may purchase gasoline fuel from commercial retail gas stations only where it is not feasible or practical to purchase fuel from state or county facilities, or where a state fleet gasoline card facility is not available.

It shall be the responsibility of each agency head to ensure that gasoline fuel purchases from commercial sources other than stations on the price list are justified.

If there are any questions, please call Mr. Harold Sonomura of my Automotive Management Division at 586-0343 or Ms. Sheila Walters of my Accounting Division at 586-0650.

SAM CALLEJO
State Comptroller