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06/18/19

Gas Cards

The Department currently has a distribution of 31 Chevron gas credit cards disbursed to various units for the purchase of fuel for instances where the City's self-service stations are inaccessible (e.g. vehicle is out of the service area). Effective immediately, the gas cards are no longer valid. Please return gas cards to the Fiscal Division.

The Department is currently working with the City's Office of Contracts Administration to come up with a permanent solution. For the interim period, members needing to refuel departmental vehicles, but are located outside of the City's service area can refuel at a self-service gas station and request reimbursement for gas receipts as an employee local field expense. The member should include the vehicle make, model, and license/Asset ID in the reimbursement form. Members should also document the reason for requiring the use of a non-City refueling station.

For additional information on employee local field expense reimbursements, please contact the Fiscal Division at (415) 837-7213.


WILLIAM SCOTT
Chief of Police

Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.