



RESOLUTION NUMBER: 2015-71

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

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

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

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

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

WHEREAS, the County of Roosevelt must be specifically account for fuel expenditures 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 ROOSEVELT COUNTY that every purchase of fuel and vehicle usage by all County employees and by all County departments and offices shall be documented on approved log sheets effective January 1, 2016; 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 Elected Official or Department Head and submitted in a timely fashion monthly accompanying the approved fuel card documentation to County Administration, whom will also review monthly,

PASSED, APPROVED, and ADOPTED this 15th day of December, 2015.



**BODY OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO**

ATTEST:

Stephanie Hicks
DeAun D. Searl, Roosevelt County Clerk

Richard Leal
Richard Leal, Chairman – District II

Jake Lopez
Jake Lopez, Vice-Chair – District I

Lewis (Shane) Lee
Lewis (Shane) Lee – District III

Gene Creighton
Gene Creighton – District IV

Paul Grider
Paul Grider – District V



