



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

February 15, 2013

IOWA INSTRUCTION 120-396 – PAYMENT WITH FLEET CARDS

IA396.0 PURPOSE

This Iowa Instruction provides the detailed information for fleet cardholders when experiencing technical difficulties during the payment of fuel for a Government vehicle.

IA396.1 SCOPE

These instructions will be followed by all NRCS employees.

IA396.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/Jay T. Mar
State Conservationist

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Helping People Help the Land

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1. PURPOSE:

This Iowa Instruction provides the detailed information for fleet cardholders when experiencing technical difficulties during the payment of fuel for a Government vehicle.

2. ROLES AND RESPONSIBILITIES:

The Government fleet card is the approved payment method for fuel when used in conjunction with a Government vehicle on official Government business. At NO time should the Government purchase card be used for routine or non-routine fleet purchases.

The fleet card is the first option to reimburse the vendor for routine and non-routine purchases. Attempt to find vendors who accept the fleet card.

Personal funds are the second option and should only be used when the fleet card is not accepted. When using personal funds, form SF1164 (<http://www.gsa.gov/portal/forms/download/115654>) shall be completed and turned in to FNM with the vehicle license plate, receipt and number of vehicle fueled.

Approved By:

Date:

/s/Jay T. Mar
State Conservationist
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