

This rule was filed as GSD 88-102.

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 5 PUBLIC PROPERTY MANAGEMENT
PART 4 PURCHASE OF PETROLEUM PRODUCTS WITH STATE OF NEW MEXICO CREDIT CARDS

1.5.4.1 ISSUING AGENCY: General Services Department, Administrative Services Division
[Recompiled 11/30/01]

1.5.4.2 SCOPE: (Does not apply to bulk purchases)
[3/1/88; Recompiled 11/30/01]

1.5.4.3 STATUTORY AUTHORITY: [RESERVED]
[Recompiled 11/30/01]

1.5.4.4 DURATION: [Permanent]
[Recompiled 11/30/01]

1.5.4.5 EFFECTIVE DATE: March 1, 1988 [unless a later date is cited at the end of a section].
[Recompiled 11/30/01]

1.5.4.6 OBJECTIVE: This rule establishes procedures for the procurement of petroleum products and related items with state of New Mexico credit cards.
[Recompiled 11/30/01]

1.5.4.7 DEFINITIONS: [RESERVED]

1.5.4.8 ISSUANCE, DESIGN, LOSS OF CARD: The administrative services division of the general services department will issue credit cards upon request of state agencies and local public bodies. Credit cards will be sold for \$4.00 for the first four cards and \$0.50 each thereafter. Credit cards will be designed to allow the assignment of control numbers to the state agencies or local public bodies to whom the cards have been issued. Each state agency and local public body shall be responsible for the proper use of its cards. If a credit card is lost, destroyed or stolen, the state agency or local public body shall immediately report the incident in writing to GSD's administrative services division for cancellation of the card and issuance of a new card.
[3/1/88; Recompiled 11/30/01]

1.5.4.9 AUTHORIZATION FOR PROPER USE OF CREDIT CARDS: Vehicle operators are responsible for insuring that invoices or tickets issued by service station attendants bear the vehicle license number, make of vehicle, year and model. They are also responsible for insuring that purchases of fuel are made at the best obtainable price. Independent services stations and self-service pumps shall be used when at all possible. (This requirement does not apply to handicapped persons.) Credit cards shall be used only for official business and only for the items listed in Section 6 of this rule [now 1.5.4.12 NMAC]. Emergency purchases shall be in the minimum amount necessary for the safe return of a vehicle to its home base and shall not exceed \$100.00 in total.
[3/1/88; Recompiled 11/30/01]

1.5.4.10 SERVICE STATION STATEMENTS: All service stations are encouraged to honor state of New Mexico credit cards. Statements shall be furnished monthly by the service station's central billing office to the appropriate state agency or local public body. Each statement shall indicate any discounts offered.
[3/1/88; Recompiled 11/30/01]

1.5.4.11 TRADING STAMPS OR GIVE-AWAYS: Service stations are not required to offer trading stamps or other give-away inducements to operators of state-owned vehicles.
[3/1/88; Recompiled 11/30/01]

1.5.4.12 CREDIT CARD COVERAGE: State of New Mexico credit cards shall be used only for official business and only to furnish state-owned vehicles with:

- A. regular gasoline;
- B. unleaded gasoline;
- C. diesel fuel;
- D. lubrication;
- E. motor oil;
- F. car wash; and
- G. emergency purchases not exceeding \$100.00 in total.

[3/1/88; Recompiled 11/30/01]

HISTORY OF 1.5.4 NMAC:

Pre-NMAC History: The material in this part was derived from that previously filed with the Commission of Public Records- State Records Center and Archives:

SPD 76-7, Procurement Directive No. 8, Purchase of Petroleum Products by State of New Mexico Credit Cards, 2/6/76.

SPD 76-8, Procurement Directive No. 8, Purchase of Petroleum Products by State of New Mexico Credit Cards, 2/6/76.

SPD 76-9, (SPA-64-24), Procurement Directive No. 8, Purchase of Petroleum Products by State of New Mexico Credit Cards, 8/13/76.

SPD 79-8, Procurement Directive No. 8, Purchase of Petroleum Products by State of New Mexico Credit Cards, 6/21/79.

GSD 84-608, Procurement Directive No. 8, Purchase of Petroleum Products And Services by State of New Mexico Credit Cards, 4/4/84.

GSD 88-102, Purchase of Petroleum Products with State of New Mexico Credit Cards 3/1/88.

History of Repealed Material: [RESERVED]