



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

17 September 2018

NHPCG/CG-4

STANDING OPERATING PROCEDURES
NUMBER 08-18

PHILIPPINE COAST GUARD FLEET CARD SYSTEM

- I. **REFERENCE:** PNP SOP Number 2015-001 (PNP Fleet Card System)
- II. **GENERAL:** The Philippine Coast Guard (PCG) Fleet Card System is an automated fuel dispensing system that allows FOL issuance through the use of an authorized card in any participating supplier's FOL service stations.
- III. **PURPOSE:** This SOP prescribes the general policies and procedures for the implementation of the Fleet Card System of the PCG.
- IV. **SCOPE:** This SOP shall be applicable to all PCG units and offices that utilized Fleet Card System of the Command.
- V. **DEFINITION OF TERMS:**
 - a. FOL — an acronym for Fuel, Oil and Lubricants such as gasoline, diesel and other forms of oils and lubricants for use of PCG's land, air and floating assets.
 - b. Fleet Card— an electronic FOL card which serves as a medium in withdrawing FOL products at the suppliers commercial stations nationwide.
 - c. Credit Limit — the designated card load limit of every fleet card per month subject to the CPCG's approval thru the DCS for Logistics, CG-4.
 - d. Frequency- the number of usage of card per day with a specified amount (example. 3/2000 is a limit of three transactions per day and maximum of Php 2,000.00 pesos per transaction)
 - e. Contingency Fleet Card — Fleet card which can be used by PCG units or offices during emergency cases issued by the DCS for Logistics, CG-4.
 - f. Authorized cardholders – PCG personnel designated as card holders who are authorized by their respective Unit Commander or Head of Office to withdraw FOL products.

g. Authorized Vehicles/Assets- refers to all PCG vehicles, floating assets and other property of the Command authorized to be re-fuelled through the use of fleet cards.

h. Other Authorized Vehicles/Assets- refers to vehicles, floating equipment and etc. not owned or registered in the name of the PCG but are being used for PCG operations and other related activities. These include those on actual loan to the PCG, rented or leased used for official purpose which have prior approval from the Unit Commander or Head of Office.

i. Balance Inquiry - a method of verifying the current amount of POL products that can be withdrawn using the fleet card. It can be done before and after loading of fuel.

j. Transaction Slips - a receipt in the form of computer print-out to be issued every after transaction to the authorized card holder.

VI. POLICIES:

a. The Fleet Card System shall be implemented in all PCG units. It can be used to withdraw FOL products at the supplier's service stations nationwide.

b. Authorized card holders, credit limit and provision of contingency cards per unit/office are subject to the CPCG's approval thru the DCS for Logistics, CG-4.

c. Payment of fleet cards shall be based on the supplier's billing statement and validated by the DCS for Logistics, CG-4.

d. All fleet cards issued to all PCG units and offices shall be considered as an office/unit property which will be carried under their respective inventory of properties and equipment. For accounting purposes, said cards shall be covered with corresponding Property Acknowledgement Receipts (PAR) duly signed by authorized cardholders.

e. Unit Commanders and Heads of Office shall ensure proper turn-over of all cards in case the cardholders are relieved of position or transferred to other unit/office. Upon assumption of duty, the newly assumed Unit Commander/Head of Office will inform the DCS for Logistics, CG-4 that all fleet cards are properly turn-over and received.

f. Fleet card should only be used to refuel PCG vehicles, fast boats and other assets of the Command. Other authorized vehicles or other assets not owned or registered in the name of the PCG but are used for PCG operations and other related activities are also authorized to be re-fuelled through the use of fleet cards. These vehicles or other assets includes those on actual loan to the PCG, rented or leased authorized by Unit Commander or Head of Office which are used for official purpose.

g. Unit Commanders and Head of Offices are held responsible for the proper utilization of their respective FOL allocation and shall ensure that withdrawal of FOL products are for authorized /official use only.

h. Fleet card monthly credits limit is based on the size of the unit/office and/or the number of mobility and watercraft assets and consumable only within the current month.

i. Fleet card is issued to units and offices and not as PERSONAL PROPERTY of the card holder.

j. All PCG units and offices shall be responsible for the consolidation of all summary of transactions to all issued fleet cards for recording purposes.

k. All Field Station (FS) Commanders are responsible to report via Commander, CGIF all unauthorized utilization of fleet cards and other FOL issuances other than intended official purpose to Commandant, PCG and DCS for Logistics, CG-4.

VII. PROCEDURE:

a. Processing of New, Lost, Defective Cards:

1.) PCG Units and Offices may submit letter request for new/additional fleet card to Office CG-4 indicating the credit limit. In case of lost or defective cards, the same procedure and credit limit will apply.

2.) Once approved by CPCG, O/CG-4 will forward the approved application to supplier for processing.

3.) In case of lost card, an Affidavit of Loss is required as supporting documents for replacement.

4.) In case of defective card, the old card must be submitted as a requirement for replacement.

b. Payment:

1.) O/CG-4 will prepare a Disbursement Voucher (DV) upon receipt of the monthly billing statement of fleet card from the supplier.

VIII. SPECIAL INSTRUCTIONS:

a.) Card holders who have questions regarding the propriety of a particular transaction should consult O/CG-4 for guidance and assistance prior the use of the card.

b.) Respective Admin/Logistics Officers of office/Units shall be responsible for the recording and documentation of issued fleet cards.

c.) Since the fleet card is covered with PAR, all cardholders are accountable and responsible for the use of the card. The cardholder responsible must immediately report the lost/stolen cards thru fastest available means to O/CG-4 which will coordinate the same with the supplier to stop any further use of the card. Furthermore, the unit shall forward formal report regarding the lost/stolen cards.

d.) In case of relief or transfer or schooling abroad of any PCG personnel issued with fleet card, said items shall immediately be turned-over to the unit's Logistics/Admin Officers to be transferred to incoming card holder regardless of the credit limit left on said card.

e.) In case the outgoing cardholder failed to return his/her fleet card, Admin/Logistics Officers shall prepare necessary communication addressed to O/CG-4 for the eventual blocking of said card to be coordinated with the supplier.

f.) The safeguard/preservation of the card is the responsibility of the cardholder. Extra care and attention must be left exercised in the use/utilization and safekeeping of the card. It must never be left unattended to prevent losses and /or any damage to the card.

g.) Unit Commanders/Head of Offices shall exercise disciplinary actions to ensure the proper care and utilization of fleet cards.

IX. RESPONSIBILITIES:

a.) DCS for Logistics, CG-4:

1. Program funds for the release of FOL through Fleet Card System;
2. Allocate credit limit and frequency of card usage in reference to the requesting Units/Offices FOL program budget.

b.) Head of Office

1. Ensure that all issued fleet cards will be used solely for the intended purpose;
2. Consolidate all summary of transactions for recording purposes and subsequently, submit reports to the DCS for Logistics, CG-4;
3. Submit on a quarterly basis a FOL Consumption Report using the attached format.

c.) Commander, Coast Guard Logistics Command

1. Primary responsible for the issuance of Property Acknowledgement Receipts (PAR) through all SAO units to all issued fleet cards.

d.) Major Unit Commanders

1. Ensure proper utilization and accounting of all issued fleet cards;
2. Consolidate all summary of transactions for recording purposes and subsequently, submit reports to the DCS for Logistics, CG-4.

e.) CG Districts Commanders

1. Ensure proper utilization and accounting of all issued fleet cards;
2. Consolidate all summary of transactions for recording purposes and subsequently, submit reports to the DCS for Logistics, CG-4.

f.) All PCG Logistics Officers/ Unit SAO

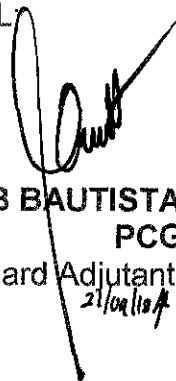
1. Ensure that all issued fleet cards to authorized cardholders are covered with PAR.
2. Furnish a copy of PAR to the DCS of Logistics, CG-4 (Attn: FOL Division) upon turnover and receiving of Fleet Card by the Incoming Commanders/Heads of PCG office.
3. Assist the CG District/Major Unit Commanders in consolidating the Summary of Transactions of the issued Fleet cards for monitoring and recording purposes.
4. Maintain records of inventory of issued fleet cards.

X. RESCISSION: All policies and regulations which are inconsistent with this SOP are hereby modified accordingly.

XI. EFFECTIVITY: This SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL HERMOGINO:

OFFICIAL


LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant
21/09/10/11

EDUARDO D FABRICANTE
COMMO PCG
Chief of Coast Guard Staff

ANNEX 'A' - Quarterly Consumption Report



Pambansang Punonghimpilan Tanod Baybayin ng Pilipinas
(National Headquarters Philippine Coast Guard)
139 25TH Street, Port Area
1018 Manila

Date

**FLEET Card Consumption Report
(DATE)**

Card Name	Card Number	Credit Limit	Balance	Consumed
TOTAL				

Prepared by:

Noted by:

Admin/ Logistics Officer

Commander/ Office Chief

A handwritten signature in the bottom right corner of the page.