

**AGPMR ADVISORY 17-02**

**EFFECTIVE: June 21, 2017**

**Title:            Fleet Logs/LFPC Workload/Single Purchase Limits for Fleet Card**

**1. SUBJECT**

This Advisory provides guidance on the use of fleet logs, review of local fleet program coordinator (LFPC) workload, and periodic review of purchase card limits. These recommendations are the result of an Office of the Inspector General (OIG) audit on the fleet card, available at <https://www.usda.gov/oig/webdocs/50024-0004-13.pdf>

**2. AUTHORITY/POLICY**

- Federal Management Regulation 102-34.200 and 102-34.345
- 31 US Code 1344

**3. FLEET LOGS**

To ensure vehicles are used for official use only, a log must be maintained of the use of the vehicle, including date, purpose of trip, trip mileage, authorized driver, and person authorizing use of the vehicle. The Optional Form 108 captures this data and may be downloaded at <https://www.gsa.gov/portal/forms/download/115322>. This form is *optional* and other formats, including electronic, may be used.

Logs must be reviewed periodically to ensure compliance with this policy and to ensure that vehicles are used for official business. Logs must be maintained for three years.

**4. MONITORING OF LFPC WORKLOAD**

Agencies will monitor the number of vehicles assigned to each LFPC to ensure an even distribution of workload.

## 5. MONITORING OF SINGLE PURCHASE LIMITS

- a) LFPCs must analyze and periodically monitor cards to ensure that the single purchase limits are warranted. Exception reports can be run from the WEX system to identify transactions that exceed the single purchase limit set by the agency.
- b) Fleet charge card users must obtain approval from their LFPC, R/AFPC or AFPC as appropriate for purchases over the micro purchase limit, as defined by FAR 2.101.
- c) Fleet charge card purchases over the micro-purchase limit must be purchased by a warranted Contracting Officer following standard procurement rules and regulation.

## 6. SIGNATURE & CONTACT

If you have questions or comments regarding this Advisory, please contact Paul Walden, Chief Property Management Division on (202) 720-7283, or by sending an email to [Paul.Walden@dm.usda.gov](mailto:Paul.Walden@dm.usda.gov).

**EXPIRATION DATE:** Effective upon issue date until canceled.



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Paul Walden, Chief, PMD

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