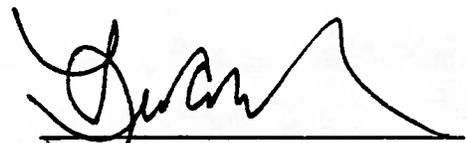


MANAGING DIRECTOR'S DIRECTIVE NO. 30

UTILIZATION OF A COMMERCIAL GASOLINE CREDIT CARD

Effective immediately, a commercial gasoline credit card will be issued only to those employees whose official City business requires regular travel outside the boundaries of the City of Philadelphia.

Requests for commercial gasoline credit cards must be submitted in writing to the Office of the Managing Director on form 70-252. Requests must be approved by the Managing Director and the Director of Finance.

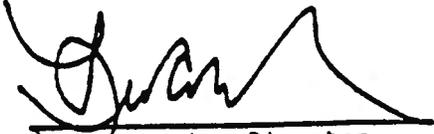

Managing Director

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Managing Director

OFFICE OF THE MANAGING DIRECTOR
PROCEDURAL INSTRUCTION

Page 1 of 1

SUBJECT

UTILIZATION OF A COMMERCIAL GASOLINE CREDIT CARD

DATE EFFECTIVE
April 1, 1980

DATE ISSUED
March 24, 1980

PURPOSE : To provide a system for the obtaining of Commercial Gasoline Credit Cards.

AUTHORITY: Managing Director's Directive No. 30

SCOPE : Applies to all Departments, Boards and Commissions in the City of Philadelphia

FORMS : 70-252 - Application for Commercial Gasoline Credit Card

PROCEDURE: All employees whose official City business requires regular travel outside the boundaries of the City of Philadelphia must submit a request for a Commercial Gasoline Credit Card on Form 70-252 to the Office of the Managing Director stating the amount of miles traveled per month and the locations and the type of business performed. This form must be signed by the Director of the Agency. The application must be approved by the Finance Director and the Managing Director.

The approved applications will be forwarded to the Procurement Department.

The Procurement Department is the only Department authorized to submit applications for Commercial Credit Cards.

The Procurement Department will keep a log of all credit cards received, distribute the credit cards, maintain records of the Department and individuals who receive each card and notify the Finance Department, Accounting Bureau, of the approved requests.

APPROVED: _____



CITY OF PHILADELPHIA
PROCUREMENT DEPARTMENT

F

April 23, 1993

M E M O R A N D U M

TO: Joseph C. Certain, Deputy Managing Director
Operations

FROM: Josephine A. Mangano, Administrative Services Director *JAM*

SUBJECT: COMMERCIAL GASOLINE CREDIT CARDS ISSUED IN ACCORDANCE WITH
THE MANAGING DIRECTOR'S DIRECTIVE #30

**

The Managing Director's Directive #30 and its implementing Procedural Instructions outline the process for departments to obtain commercial gasoline credit cards. The cards are required for employees whose official duties take them outside the boundaries of the City of Philadelphia and who may require gasoline while travelling.

The Directive's Procedural Instructions authorize the Procurement Department to submit applications for commercial credit cards and keep a log of all credit cards received.

The Managing Director's Office had, in the past, July of 1991, surveyed the City Departments to ascertain who had current commercial gasoline credit cards.

I am attaching a copy of:

1. The Managing Director's Directive #30
2. Directive #30 Procedural Instructions
3. A copy of the memorandum issued by the Managing Director's Office in July 1991, which requested from City Departments information to update our records
4. A print out of the status of the commercial gasoline cards as ascertained from our last survey.

Please advise if the Managing Director's Office wishes to survey the City Departments to gather current information concerning commercial gasoline credit cards.

JAM:ja/52/069
Attachments

cc: Louis Applebaum

OFFICE OF THE MANAGING DIRECTOR

MEMORANDUM

TO: All Departments, Agencies, Boards and Commissions

FROM: David H. Pingree, Managing Director

DATE: July 29, 1991

SUBJECT: COMMERCIAL GASOLINE CREDIT CARDS ISSUED IN ACCORDANCE WITH THE MANAGING DIRECTOR'S DIRECTIVE #30

MDO Directive #30 and its implementing regulations stipulate the approval and procedure for acquiring Commercial Gasoline Credit Cards for City employees whose job duties take them beyond the City limits.

Commercial Gasoline Credit Cards are attained, and a log maintained of their status, by the Procurement Department after the department head has approved and obtained, through written request, approval from the Managing Director and Director of Finance.

To keep our records current and accurate, I would appreciate your supplying the Procurement Department with the information requested on the attached form.

DHP:cr


David H. Pingree

Attachments: MDO Directive #30
Directive #30 Regulations
Application for Credit Card
Response Memo to Procurement

c: David W. Brenner, Director of Finance
Gary F. Henderson, Commissioner, Procurement Department

MEMORANDUM

TO : Gary F. Henderson, Procurement Commissioner

DATE

FROM :

SUBJECT: ACTIVE COMMERCIAL GASOLINE CREDIT CARDS

In accordance with the Managing Director's memo, dated June 25, 1991, I am providing you with information on the status of Commercial Gasoline Credit Cards for our Department.

1. The _____ Department has no active Commercial Gasoline Credit Cards in its possession.

2. The _____ Department has the following Commercial Gasoline Credit Cards:

<u>COMPANY</u>	<u>CARD #</u>	<u>EXPIRATION DATE</u>
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Listing of Commercial Gasoline Credit Cards Monitored in Accordance With MDO Directive 30

Procurement Department

DEPARTMENT	COMPANY	CARD #	EXP. DATE	Status As Of 7/1/91	NOTES
FINANCE	SUNOCO	3190-3001381-0001	Feb-94		
FINANCE	GULF	099-901-389-9-00001	Jul-92		
MAYOR'S OFFICE	SUNOCO	3190-3001506-0001	Jun-94		
MAYOR'S OFFICE	SUNOCO	3190-3001506-0002	Jun-94		
MAYOR'S OFFICE	SUNOCO	3190-3001506-0003	Jun-94		
MAYOR'S OFFICE	EXXON	359-103-201-0-8-001	Oct-92		
MAYOR'S OFFICE	EXXON	359-103-201-0-6-002	Oct-92		
MAYOR'S OFFICE	GULF	099-901-335-2-00001	Jul-92		
MAYOR'S OFFICE	GULF	099-901-335-2-00002	Jul-92		
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0001	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0002	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0003	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0004	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0005	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0006	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0007	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0008	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0009	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0010	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0011	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0012	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0013	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0014	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	SUNOCO	407-030-017-49-0015	Sep-90	expired	Not Reissued
MAYOR'S OFFICE	EXXON	339-104-349-8	Oct-92		
MAYOR'S OFFICE	GULF	009-901-442-6-00001	Jul-92		

CITY OF PHILADELPHIA
APPLICATION FOR COMMERCIAL FUEL PERMIT CARD

DEPARTMENT OR AGENCY	UNIT
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ASSIGNMENT OF CARD WILL BE TO
 a particular vehicle a particular individual

JUSTIFICATION

IF FOR AN INDIVIDUAL IN CONNECTION WITH A PRIVATELY OWNED VEHICLE

NAME (Initial)	(Last Name)	BADGE OR P/R NUMBER	RANK
VEHICLE TO BE USED	MODEL YEAR	MAKE OF VEHICLE	LICENSE TAG NUMBER
			TYPE OF FUEL
			NO. OF GALLONS PER MONTH REQUESTED

IF FOR A PARTICULAR VEHICLE OWNED OR LEASED BY A PUBLIC AGENCY

SERIAL NUMBER	TYPE OF FUEL	MODEL YEAR	MAKE OF VEHICLE	LICENSE TAG NUMBER
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SIGNATURE OF INDIVIDUAL	SIGNATURE OF UNIT HEAD
APPROVED BY MANAGING DIRECTOR'S OFFICE (Date)	SIGNATURE OF AGENCY HEAD
APPROVED BY FINANCE DEPARTMENT (Date)	

FOR USE BY DEPARTMENT OF PUBLIC PROPERTY ONLY

CODE	CARD NO.	PERMIT NUMBER	P.E. DATE			OWNER			AGENCY	BODY CHASSIS CODE	MODEL YR.		
			Mo.	Day	Yr.	Dept. Own.	Elem.	Sub- Elem.					
(1)	(2)	(3)	(4-8)	(9-10)	(11-12)	(13-14)	(15-16)	(17-18)	(19-20)	(23-30)	(31-34)	(39-40)	
A	1	1					0	0			9	9	8

MANUFACTURER NAME	SERIAL NO.	NAME	LICENSE NO.
(41-45)	(46-60)	Init.	(61-70)
			(71-79)

CODE	CARD NO.	RANK	ISSUE DATE			BADGE OR P/R NO.	STD. USAGE	FUEL TYPE	UTIL. FACT
			(24-25)	(26-27)	(28-29)				
(1)	(2)	(3)	(15-18)	(24-25)	(26-27)	(28-29)	(30-35)	(36-37)	(38)(39)
A	2	1							P

(40-43)	(44-45)	(46)
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RECEIPT

I hereby acknowledge receipt of Fuel Permit No. _____ and agree to be bound by all rules and regulations concerning its use and care

	DATE ISSUED	EMPLOYEE NUMBER
	8/18/87	198000
EMPLOYEE'S NAME		
William B. Penn, Jr.		
AGENCY		
RECORDS		
DIVISION OR SECTION		
31-00-00-00		
EMPLOYEE'S SIGNATURE		
<i>William B. Penn, Jr.</i>		

EXHIBIT "A" - EMPLOYEE IDENTIFICATION CARD

REQUEST FOR EMPLOYEE IDENTIFICATION CARD OR BUILDING PASS		No. 1001	
<p>Instructions: This completed form must be presented by employee for items 1, 2, 3 & 5 to PHOTOGRAPHIC UNIT, DEPARTMENT OF RECORDS, ROOM 623, CITY HALL, PHILADELPHIA, PA. 19107-4544, MON-FRI 9 A.M. and 10-4:30 P.M.</p> <p>ALL INFORMATION MUST BE TYPED</p>			
NO.	EMPLOYEE NUMBER	NAME	AGENCY
8/18/87	198000	William B. Penn, Jr.	
DEPT.	DIVISION	SECTION	GROUP
RECORDS	31	00	00
<p>Check One:</p> <p>1. <input checked="" type="checkbox"/> ORIGINAL IDENTIFICATION CARD</p> <p>2. <input type="checkbox"/> REPLACEMENT (Damaged or obsolete card must be attached to this form) <input type="checkbox"/> RETIREMENT</p> <p>3. <input type="checkbox"/> LOST OR STOLEN CARD (Employee MUST pay \$2.00 charge to Cashier, Room 154 City Hall and present receipt to Photographer, Room 623 City Hall)</p> <p>4. <input type="checkbox"/> SEPARATED EMPLOYEE LOST CARD (\$2.00 charged to employee must be sent with this form to Room 154 City Hall)</p> <p>5. <input type="checkbox"/> BUILDING PASS</p>			
<p><i>William B. Penn, Jr.</i></p> <p>EMPLOYEE'S SIGNATURE</p>		<p><i>[Signature]</i></p> <p>APPROVING AUTHORITY'S SIGNATURE (Employee - Cashier & Photographer)</p>	
PLACE STAMP AND REGISTER INFORMATION ON BACK OF FORM		SIGNATURE (For Department of Records)	
		<i>[Signature]</i>	

82-183 (Rev. 12/86) WHITE AND CANARY - RECORDS DEPARTMENT PINK - DEPARTMENTAL COPY

EXHIBIT "B" - REQUEST FOR EMPLOYEE IDENTIFICATION CARD OR BUILDING PASS

1001	CITY OF PHILADELPHIA
198001	 BUILDING PASS 
	EXPIRATION DATE
	Dec. 30, 1987
PERSON'S NAME	
Sarah B. Penn	
AGENCY	
RECORDS	
PERSON'S SIGNATURE	
<i>Sarah B. Penn</i>	
AUTHORIZED BY	
MANAGING DIRECTOR'S OFFICE	

EXHIBIT "C" - BUILDING PASS